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SubjectsPlus User Manual

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SubjectsPlus User Manual

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Introduction

Getting Started

Overview of basic steps to be followed (these will be explained in more detail as you proceed through this document):

1. Download the SubjectsPlus zip file by following the instructions at http://subjectsplus.com/download.php

2. Unzip files to your web server

3. Set up a database and user in MySQL

4. Edit configuration file

5. Customise the public pages with your own header and/or footer

6. Create some content

System Requirements

SubjectsPlus runs under the XAMPP environment. X stands for Windows or Linux, A stands for the Apache web server, M stands for MySQL, and P stands for PHP (the second P stands for Perl, not relevant to SubjectsPlus). The easiest way to ensure all of these components are present is to download and install Wampserver (instructions below). You should not need to know the following, but are listed for information only, the particular versions of these components that are required are described below:

- Apache (recommended) or Internet Information Services (IIS)

- MySQL 4+

- PHP 5.2+ (SubjectsPlus can run with missing functionality on earlier versions but this is not recommended). The following extensions are required, all of which are explained in this manual:
  - cURL
  - Mysql
  - Multibyte string
  - SimpleXML (for reading RSS feeds)
  - JSON
  - Gettext (if you need translations/internationalisation)
  - GD

Please note that in addition to Wampserver, Javascript should be enabled for the SubjectsPlus Admin interface to work properly.

SubjectsPlus Installation on WAMP (Windows 7)

Make sure you have admin rights on the computer you will use for installing SubjectsPlus. If you are familiar with MySQL and PHP, the whole process should take you about 10 minutes or less. If you are not familiar with MySQL there are a few steps which may be a little more time consuming, but they are not at all difficult.

Download and install Wampserver

Download and install WampServer, accept the default settings as shown in Figures 1-4.
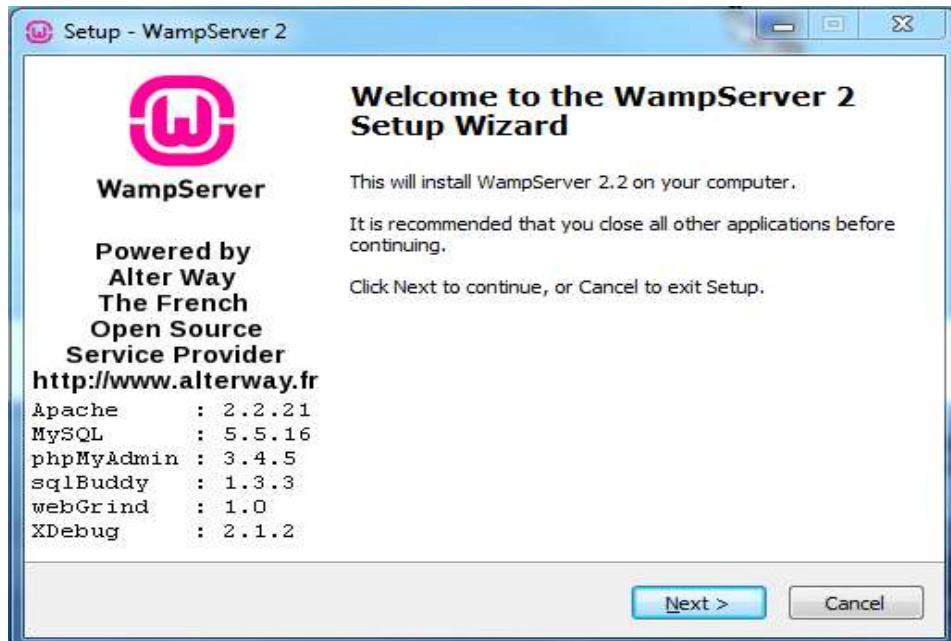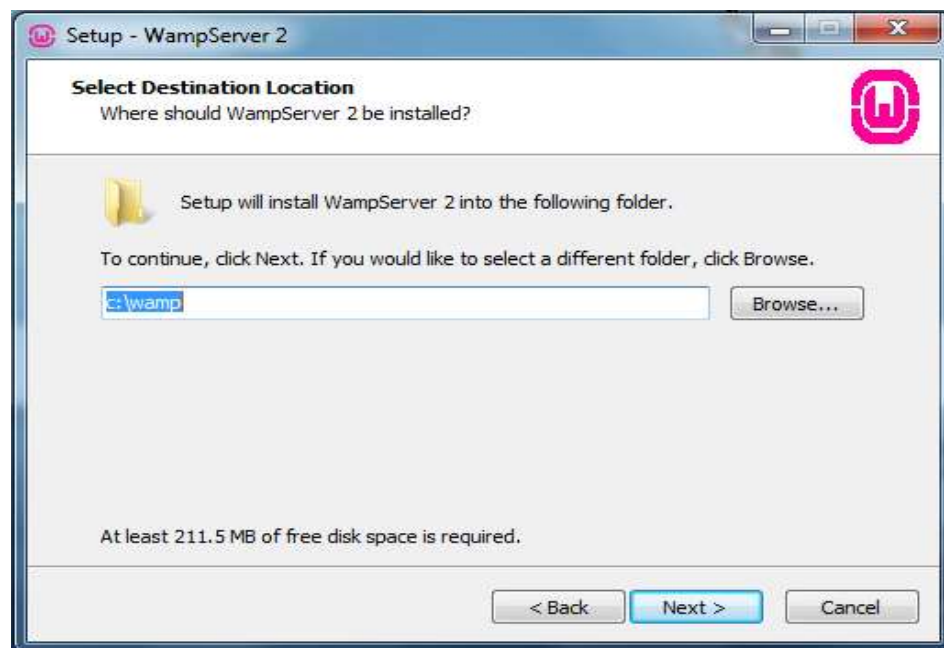

Figure 1. Wampserver Setup Wizard initial page.

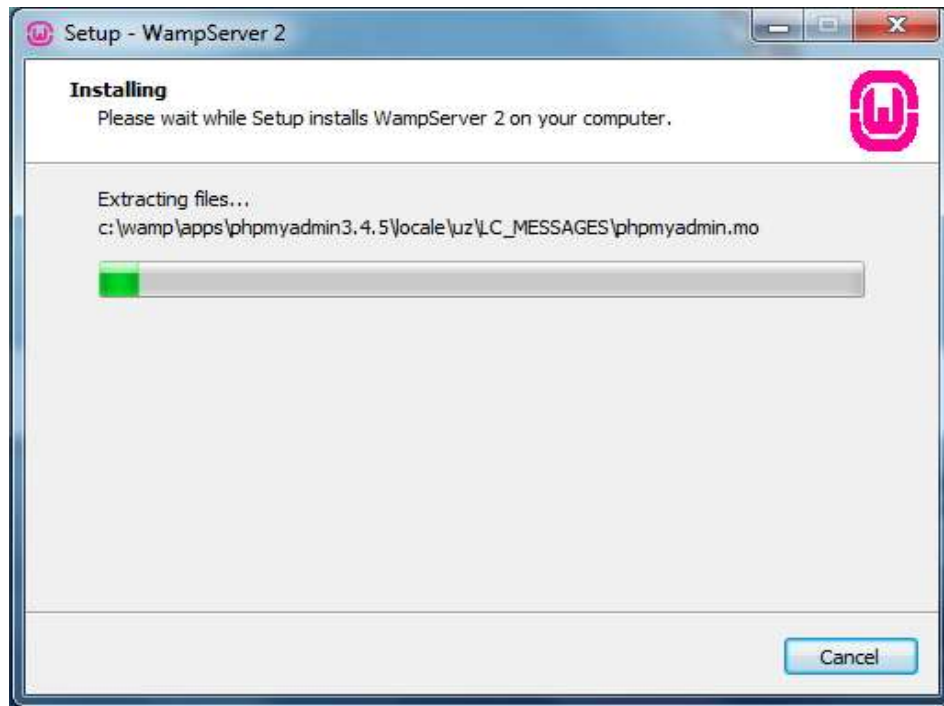*Figure 2. Wampserver Setup Wizard installation destination selection page.*

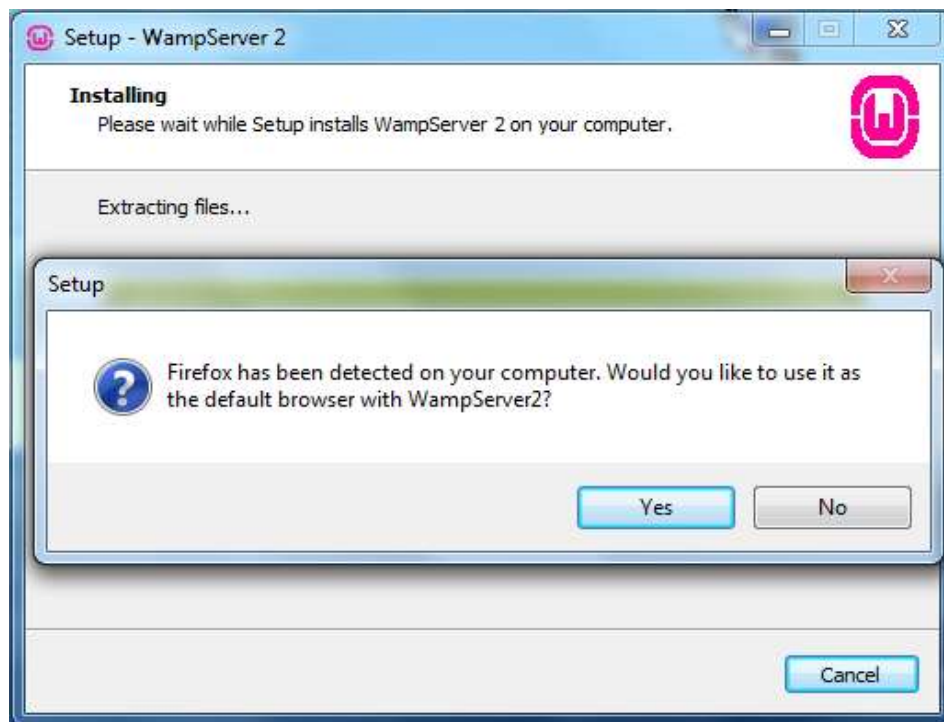*Figure 3. Wampserver Setup Wizard in progress*

Figure 4. Wampserver Setup Wizard browser selection.

It is possible that during installation, Windows will try to block the process. Make sure Windows does not block Apache from running. So, click "Allow access" at this point, making sure "Private networks" is checked as shown in Figure 5.
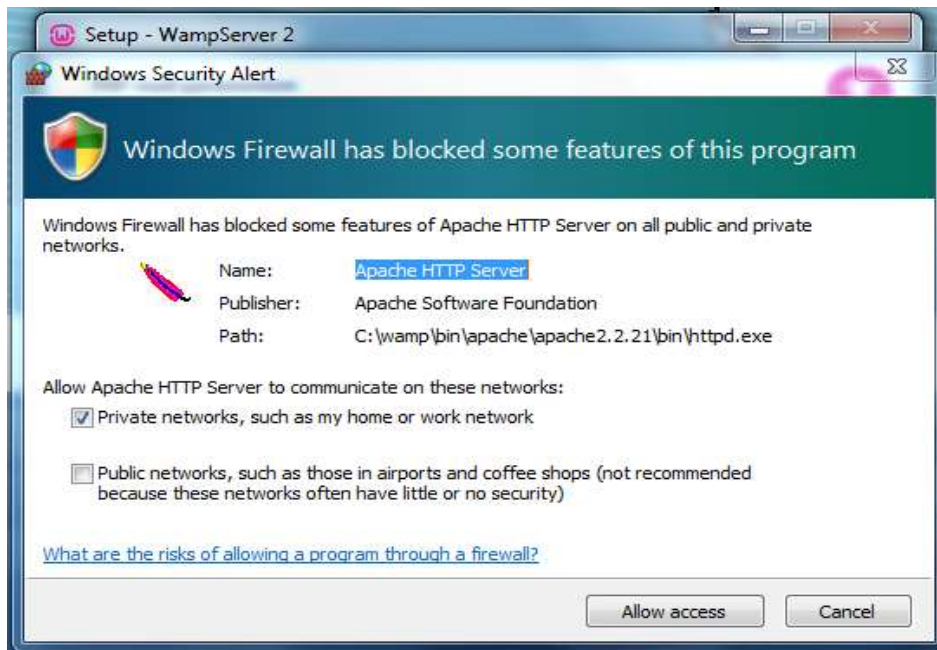

Figure 5. Wampserver Setup Wizard - possible Windows security scenario.

You will be prompted to specify PHP mail parameters but if you do not know what to enter here, just leave the **default values** in place (see Figure 6).
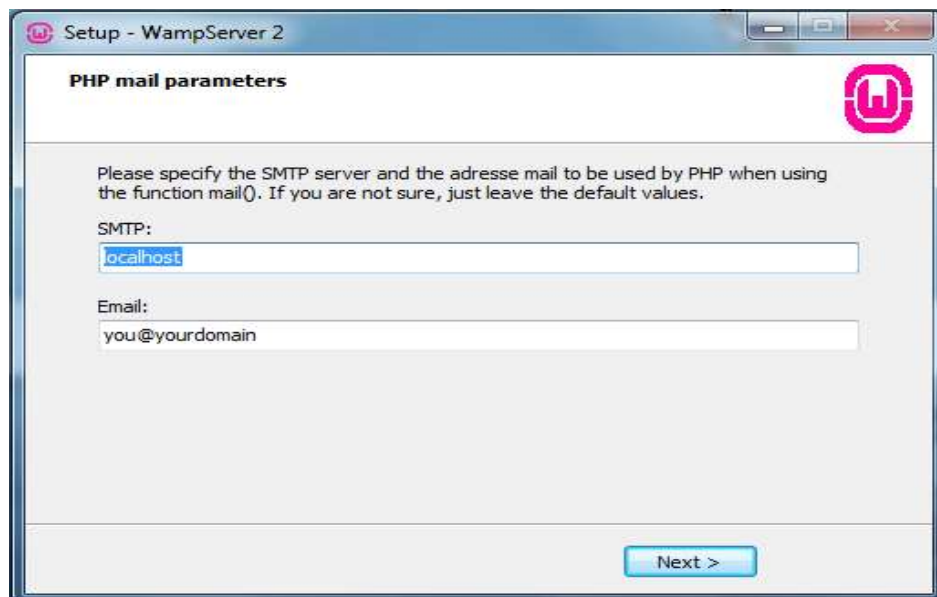

Figure 6. Wampserver Setup Wizard. Setting mail parameters.

At the end of the installation process, ensure the 'Launch' box is checked (see Figure 7).

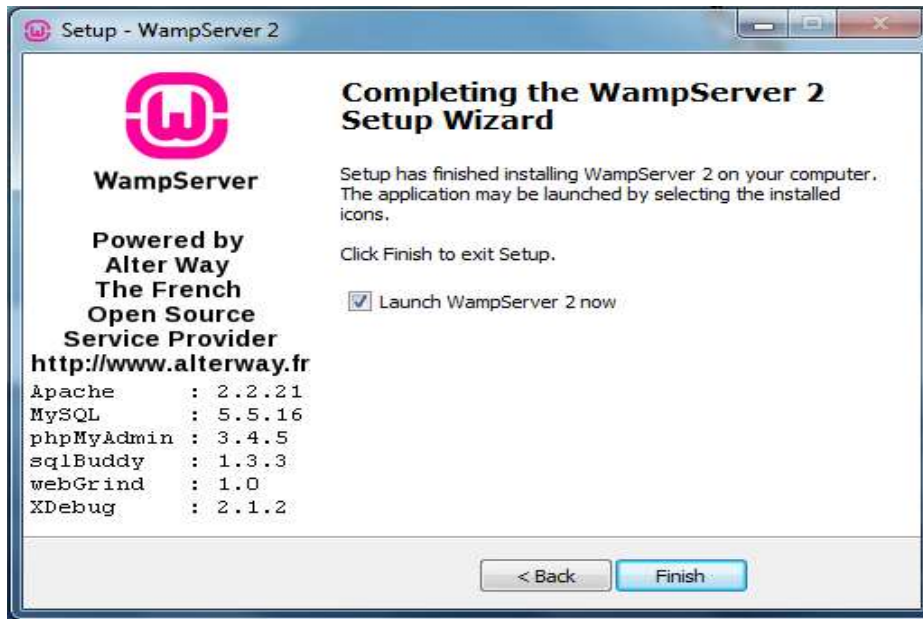*Figure 7. Wampserver Setup Wizard. Final page.*

Installing SubjectsPlus

To check that the system is online, click on the Wampserver system tray icon (a green W – see Figure 8).
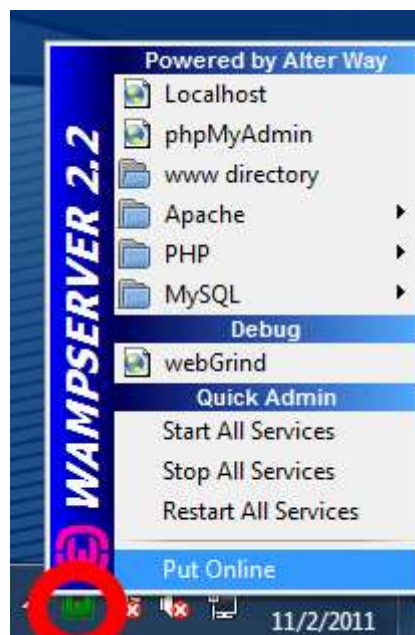

Figure 8. Wampserver Menu with system tray icon highlighted.

After ensuring that Wampserver is running, find where you downloaded the SubjectsPlus zip file to, and unzip the SubjectsPlus file (see Figures 9 and 10).
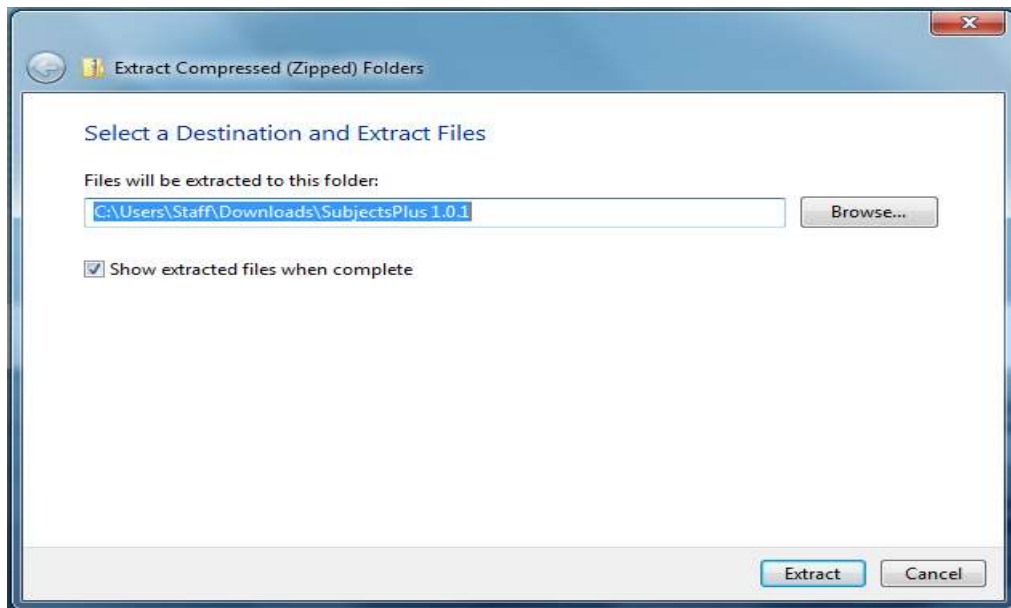
Figure 9. Extracting SubjectsPlus from downloaded zip file.
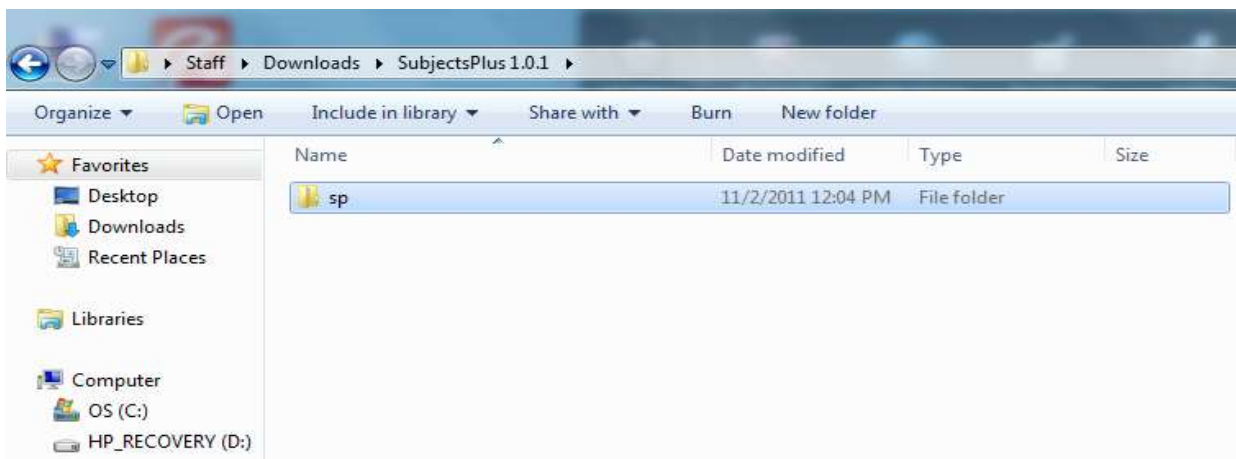
Figure 10. Extracted folder.

Copy the extracted 'sp' folder to the Wampserver 'www' folder as shown in Figures 11 and 12.

Figure 11. Copying the sp folder from SubjectsPlus to Wampserver.

Figure 12. sp folder copying to new location.

Open the readme.txt file in the 'sp' folder within the 'www' folder (Figure 13).
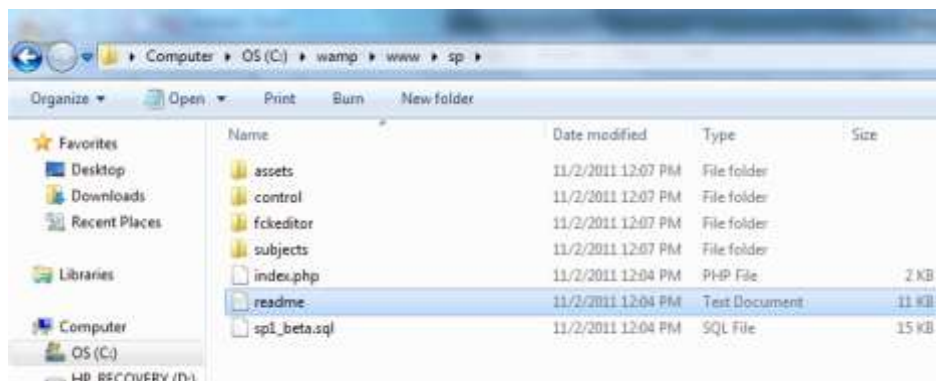
Figure 13. Opening the sp readme text file.

In this readme.txt file, you will find some installation instructions (Figure 14).
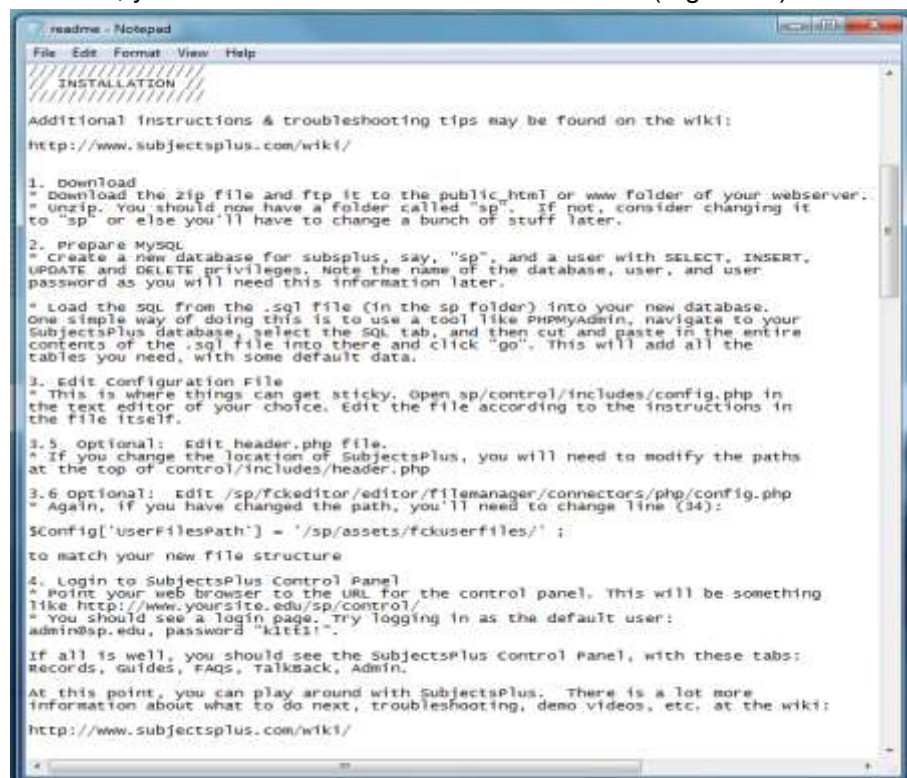
Figure 14. The readme text file including some installation instructions.

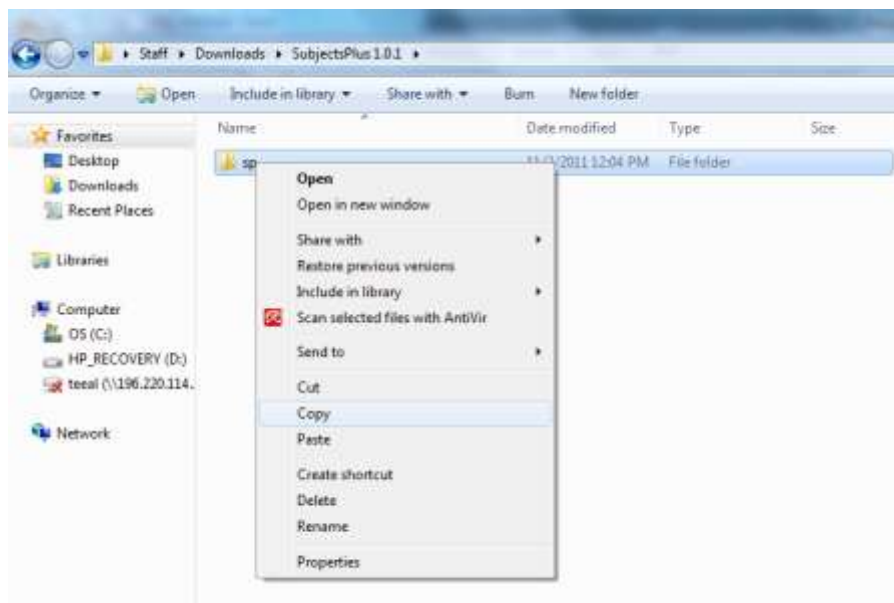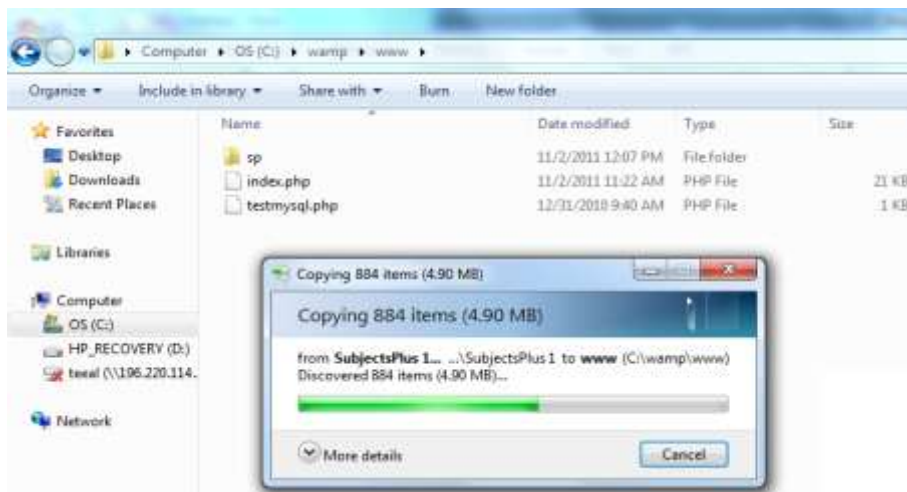Start phpMyAdmin in Wampserver in order to work on MySQL, as instructed in the readme.txt file. To do this, left-click on the green Wampserver system tray icon to bring up the menu shown in Figure 15.

Figure 15. Starting phpMyAdmin via Wampserver.

Once in phpMyAdmin, click on the Databases menu tab and something similar to Figure 16 should appear.
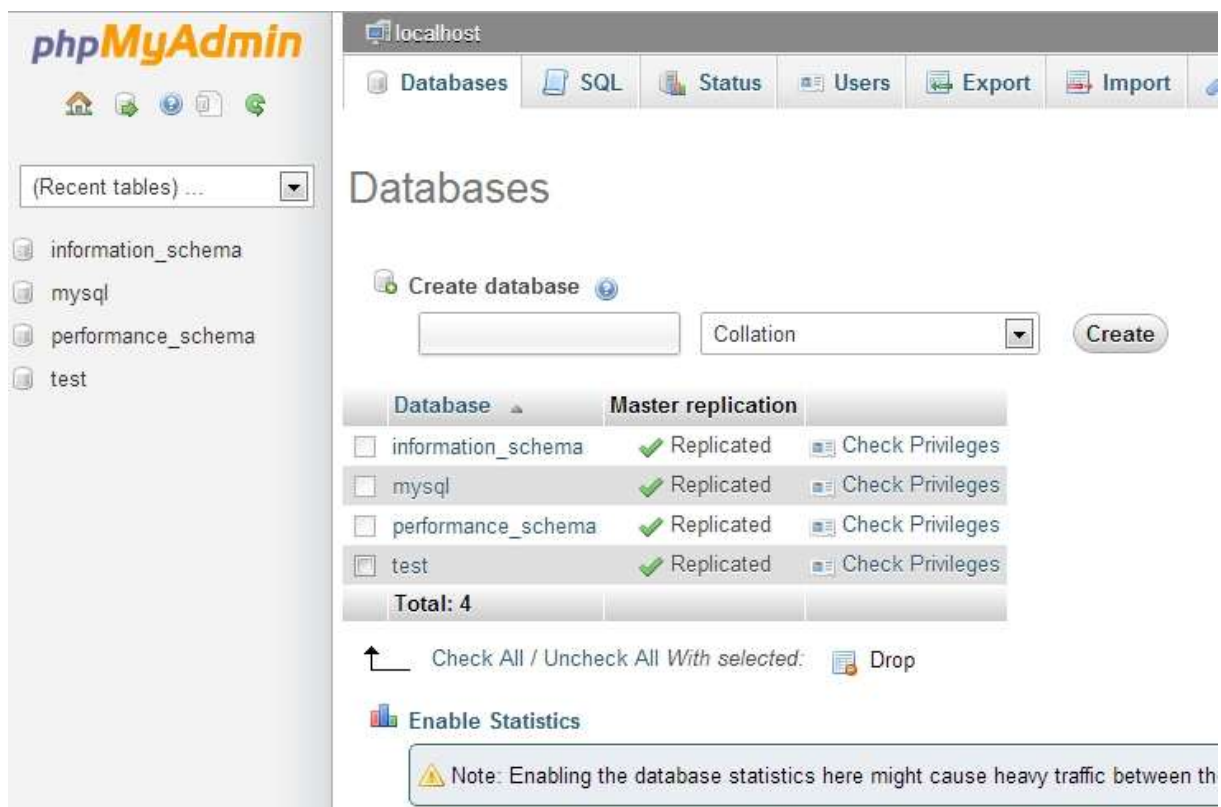
Figure 16. Databases menu in phpMyAdmin.

Create a new database called sp (or any other suitable name) (Figures 17 and 18).
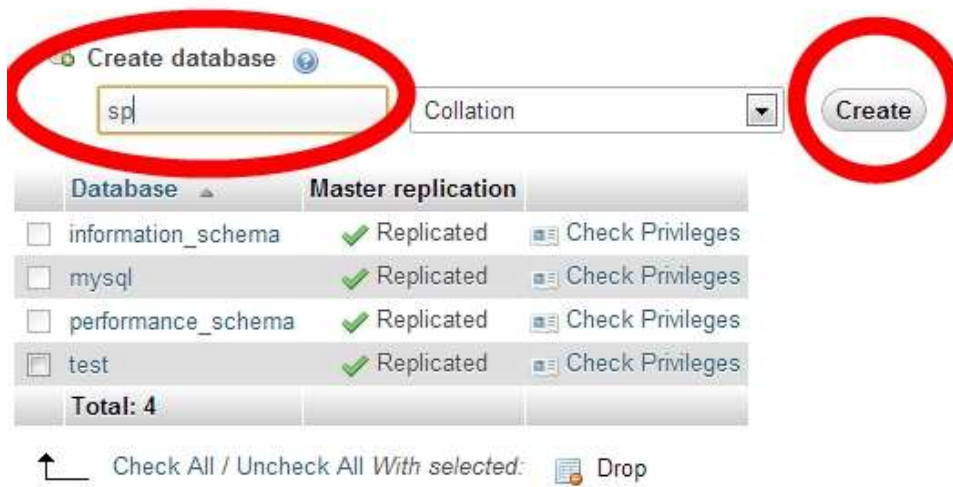
Figure 17. Creating a new database.
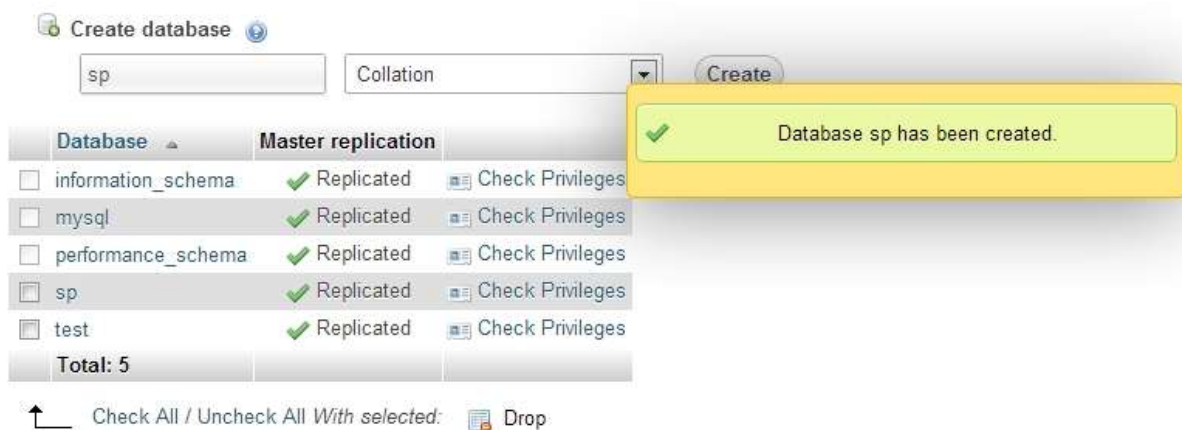
Figure 18. Database has been created.

Clicking on the name of your new blank database in the list will bring up a blank database as shown in Figure 19.
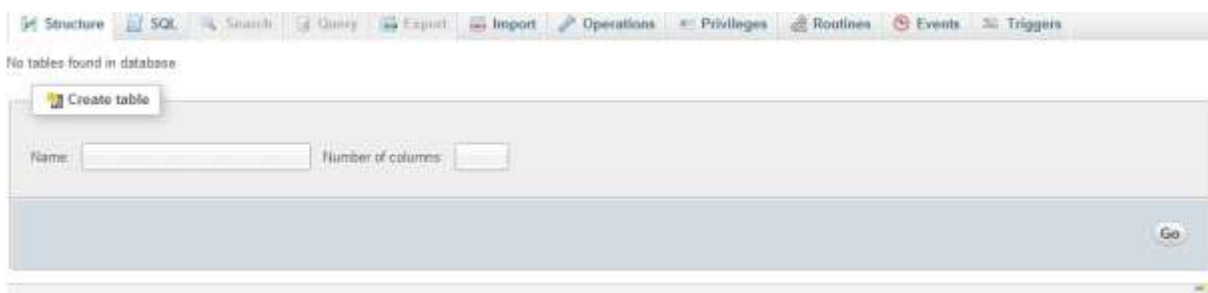
Figure 19. Blank database.

Click on the SQL menu tab (Figure 20).
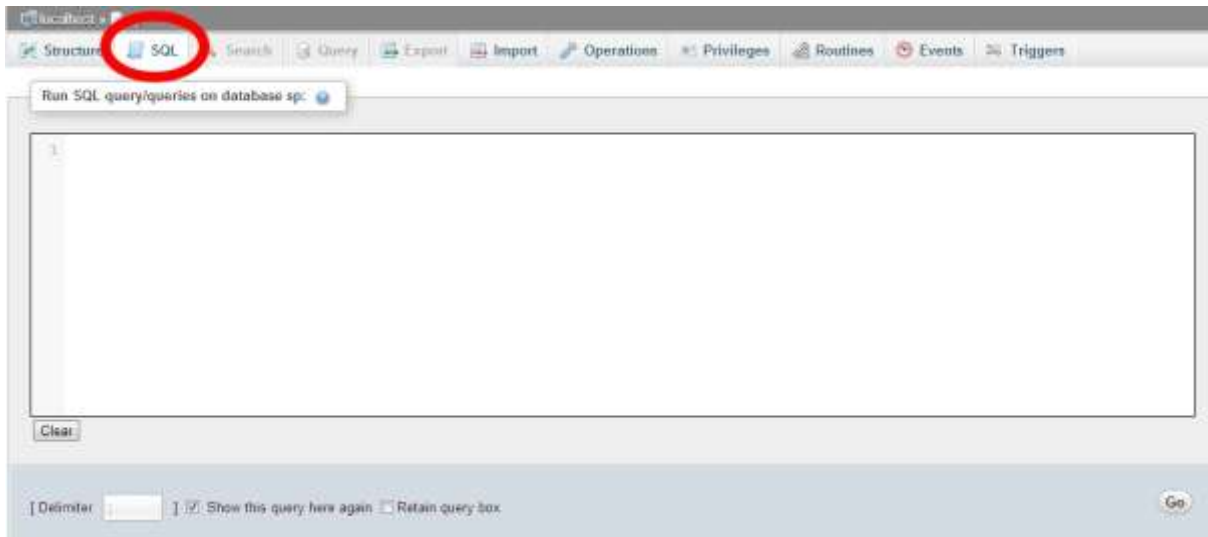
Figure 20. Click on the SQL menu.

Open the .sql file in the sp folder using a suitable text editor, e.g., WordPad (Figures 21-23).
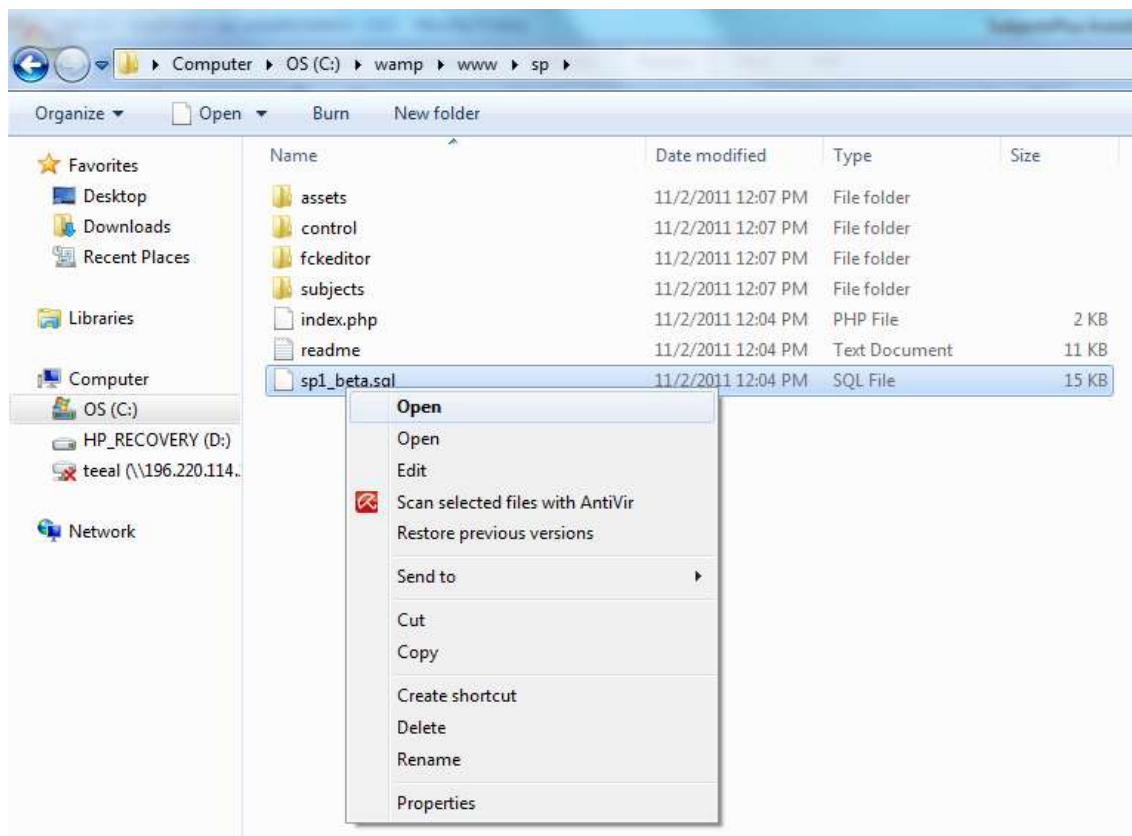
Figure 21. Opening the .sql file.
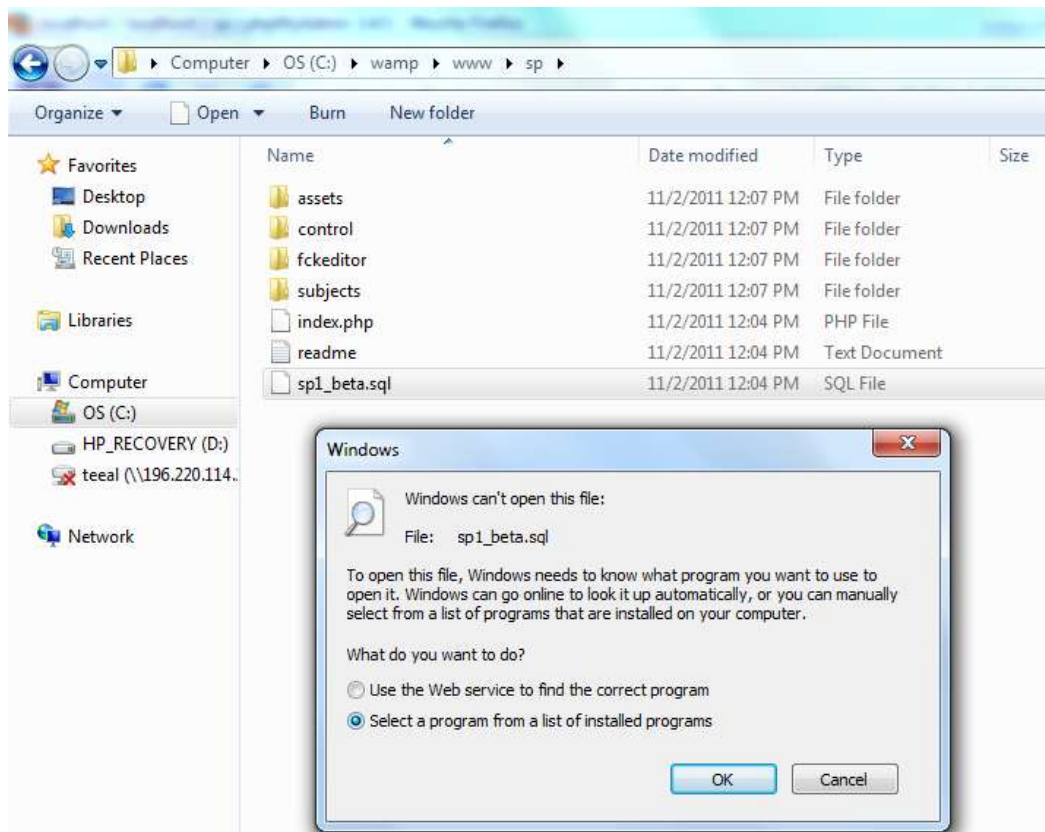
Figure 22. Selecting a program to open the .sql file.
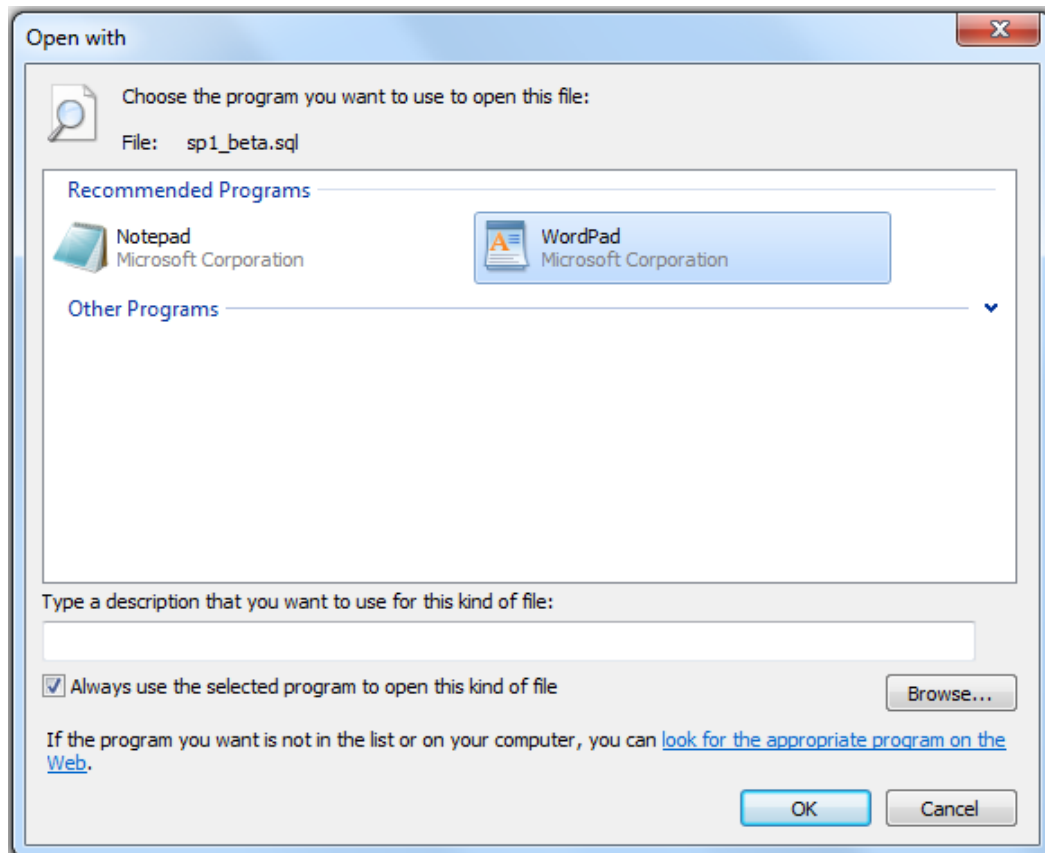
Figure 23. Selecting WordPad as the default program to open .sql files.

Select all text in the file, and copy it by right-clicking on the selected text (Figures 24-25).
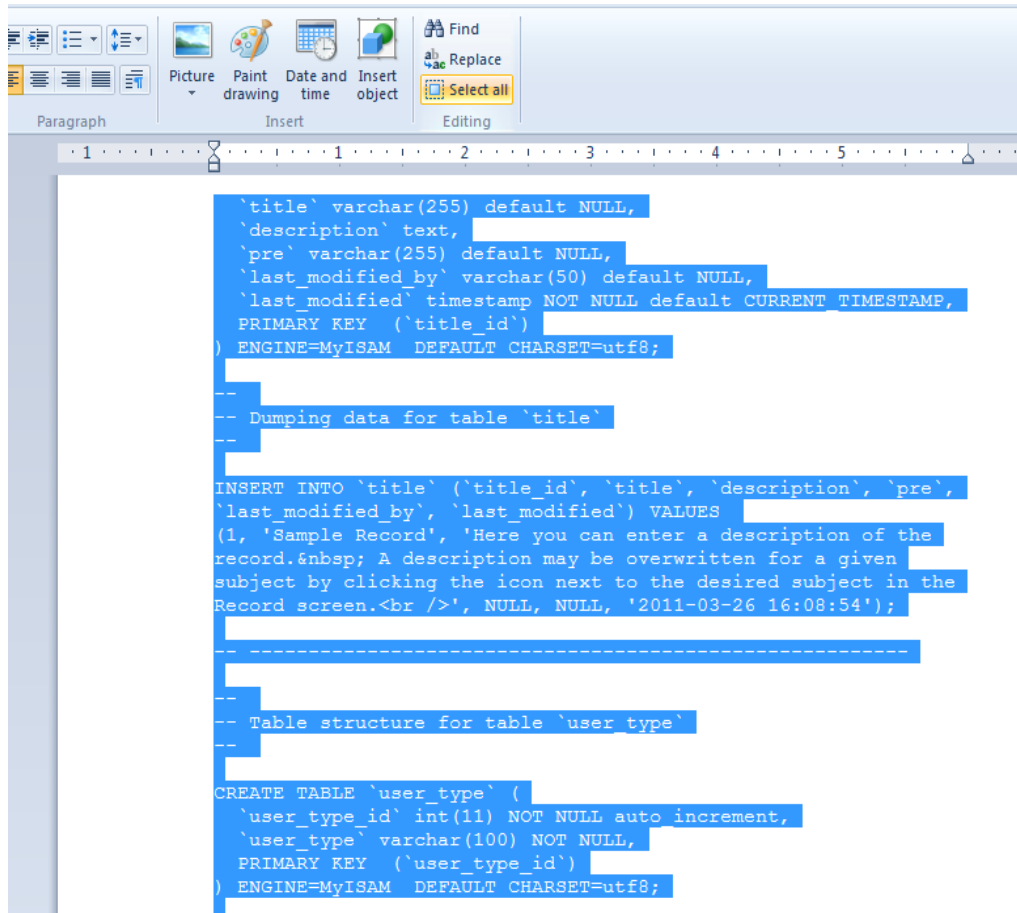
Figure 24. Select All the text in the file.
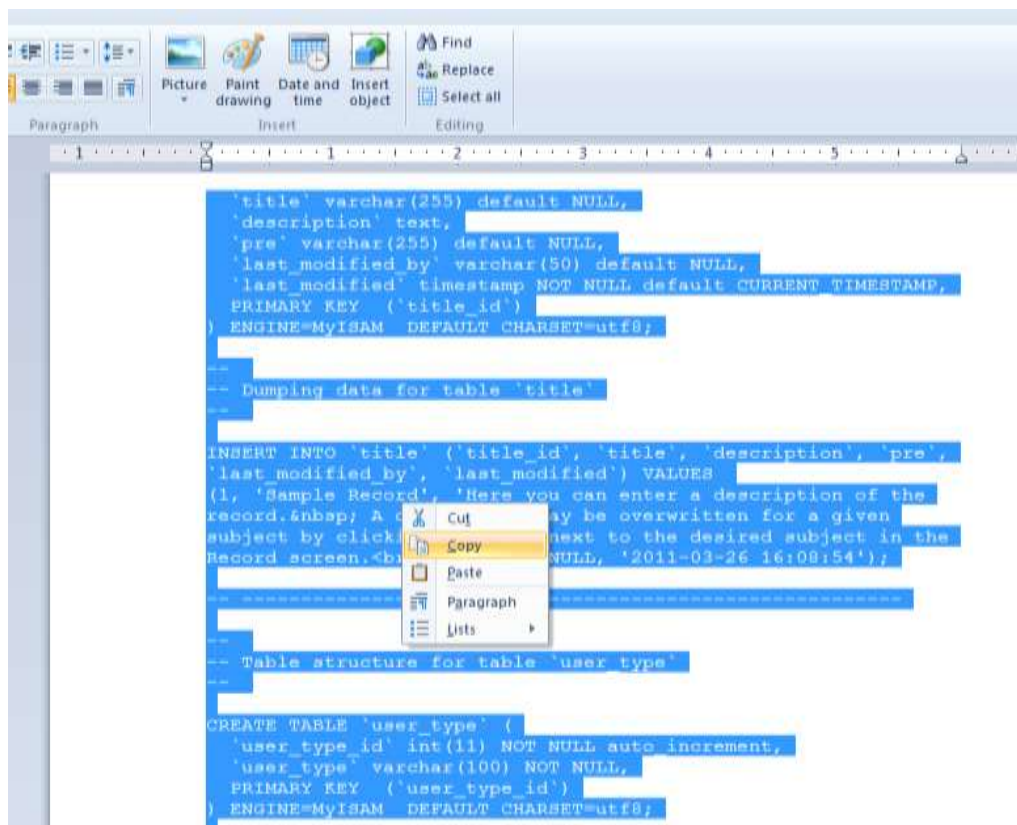
Figure 25. Copying the text.

Paste it in the SQL text box in 'phpMyAdmin' (in sp database) (Figures 26-27).
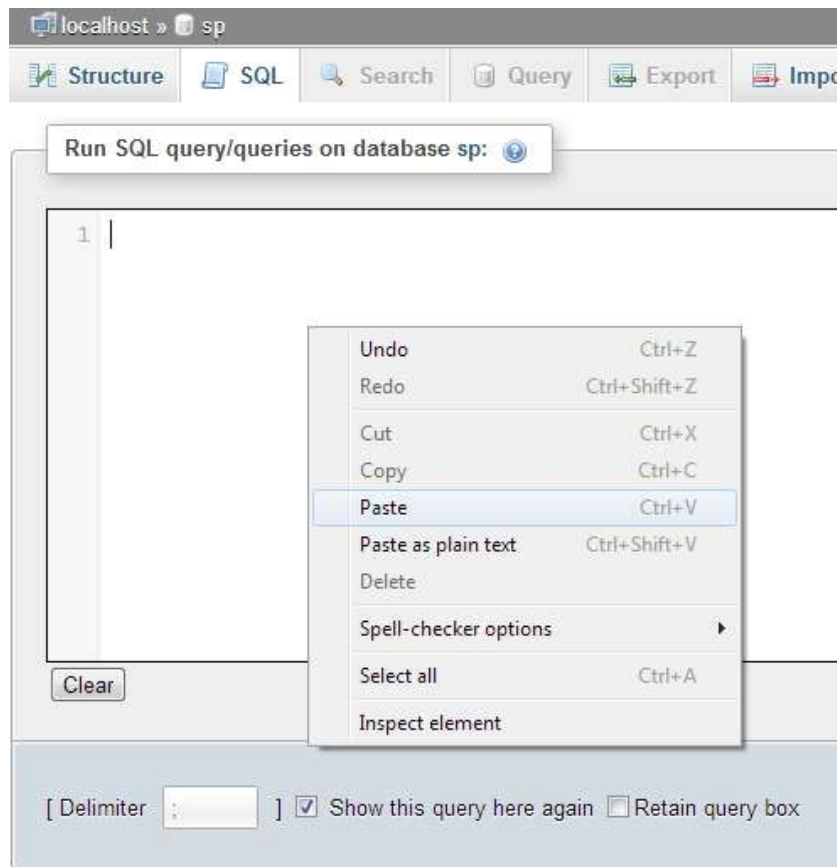
Figure 26. Pasting the text into MySQL.
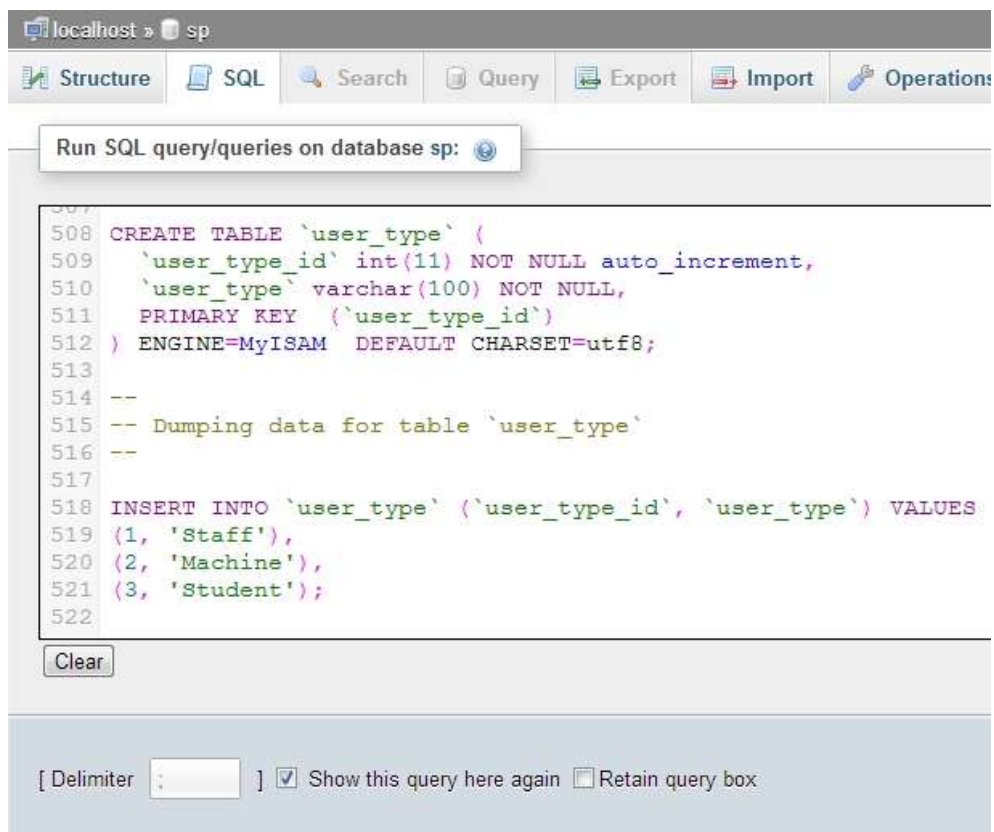
Figure 27. Text pasted into the MySQL box.

Click on "Go" to execute the command (Figure 28)

Figure 28. Click Go to execute the command.

Click on the "Home" icon then reload the sp database (by clicking the database menu tab then the name of the sp database in the list) to show the new contents (Figures 29-30).
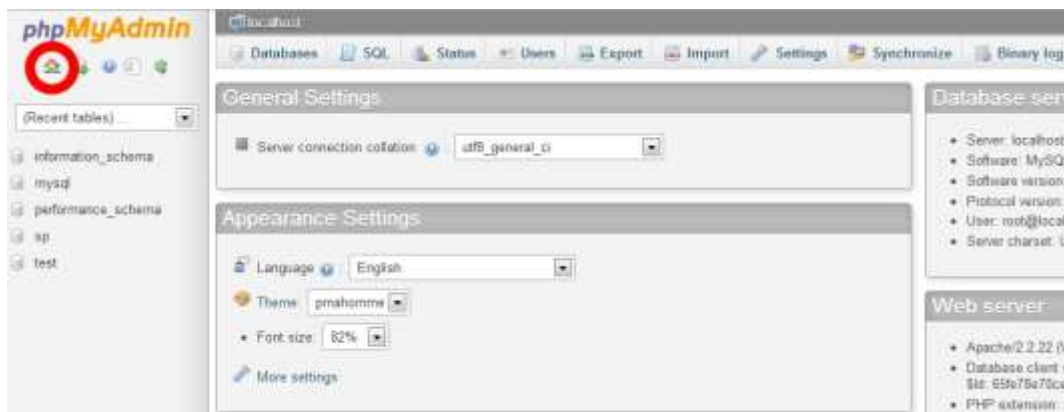
Figure 29. Click on Home to reload the sp database.

Figure 30. The reloaded database.

Click on Privileges to create a new user (Figure 31).
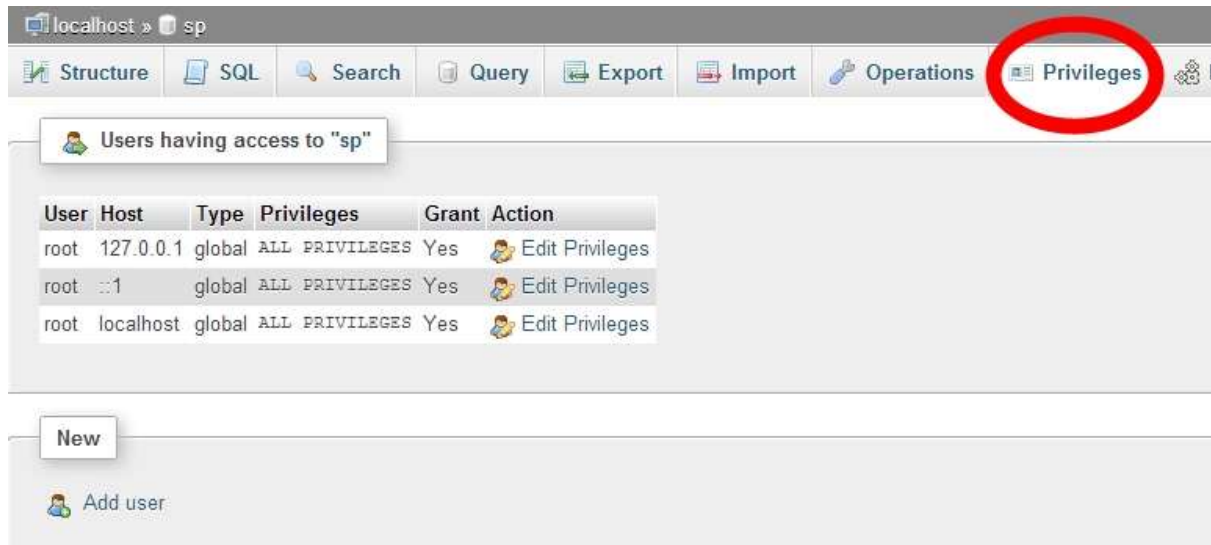
Figure 31. Click on Privileges to create a new user.

Click on "Add a new user" (Figure 32).
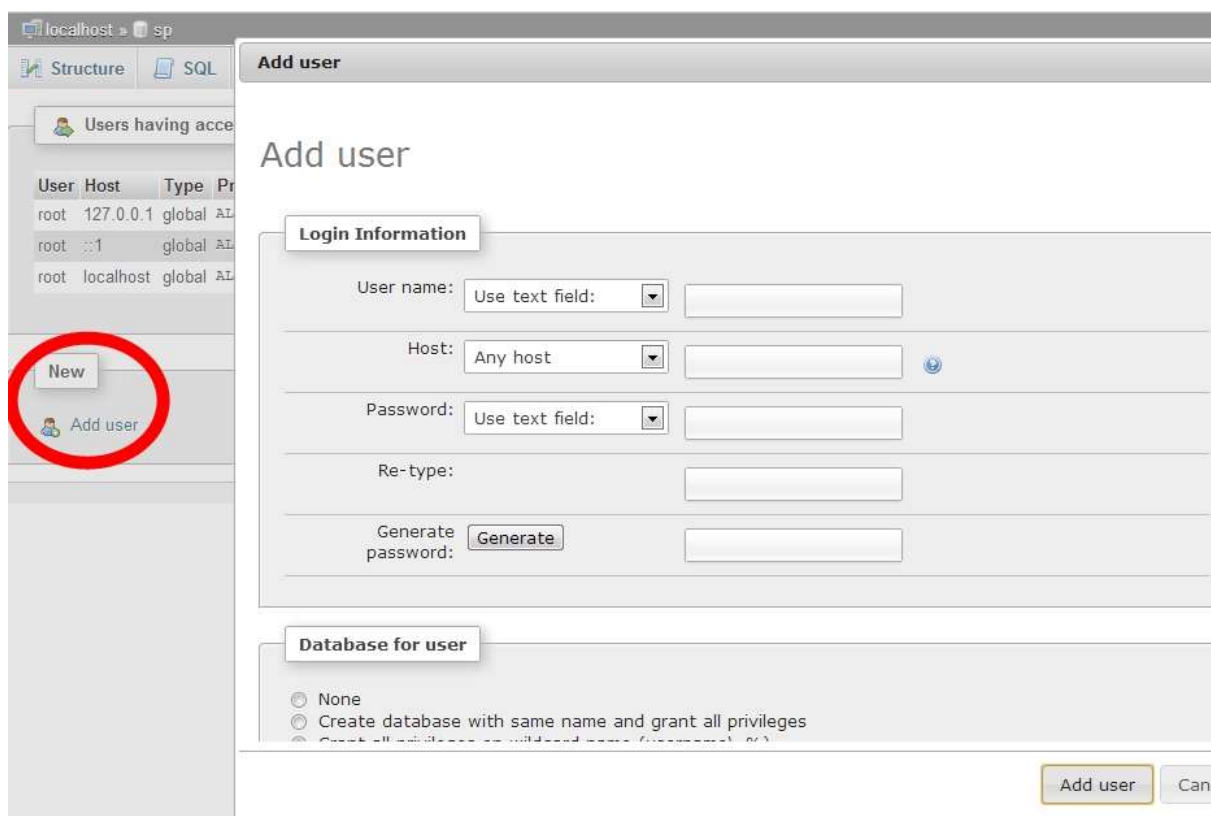
Figure 32. Adding a New User.

Under "Database for user", select "Grant all privileges on database sp" (Figure 33). You may also click "Check All" under "Global Privileges" (Figure 34). Note that you can refine the privileges after the system is up and running. Next, click "Go" or "Add User" to execute the commands.

Figure 33. Granting all privileges on sp database.

Figure 34. Click All under Global Privileges and then click Go.

Configure SubjectsPlus

Next, you need to edit the SubjectsPlus configuration file (sp\control\includes\config.php). To do this, open it using a suitable text editor such as WordPad (see Figure 35).
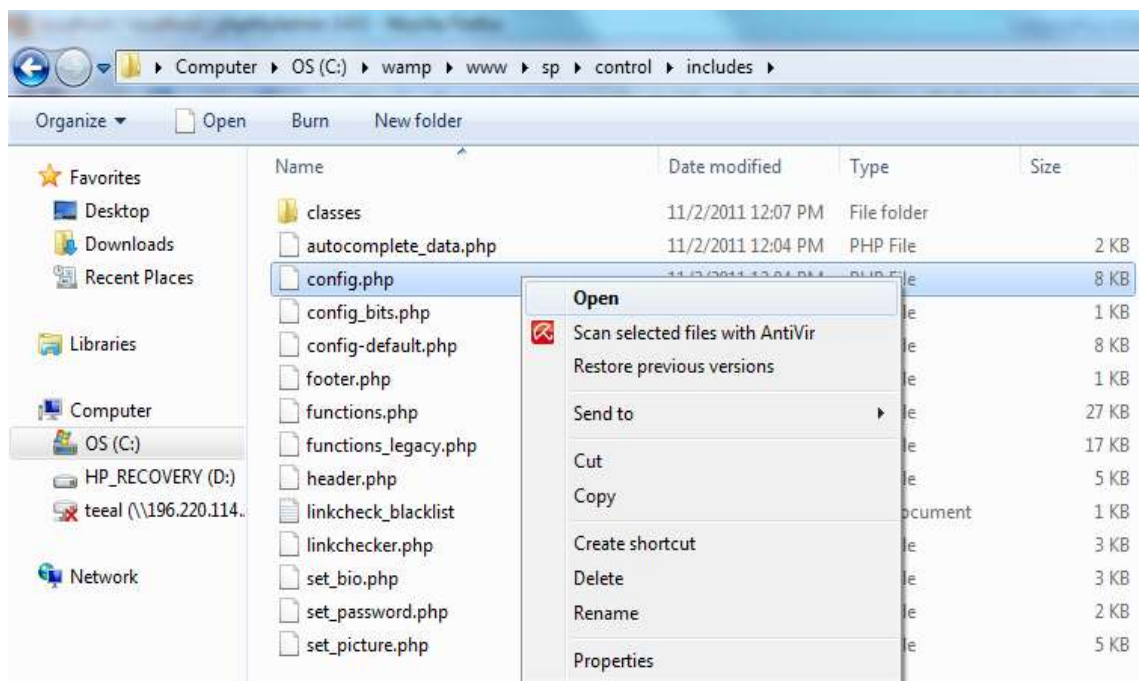
Figure 35. Open config.php using WordPad.

You will need to change the following lines (this is the minimum – you can change more to suit your needs if you know what you are doing):

From (Default Value)	To	Comment
$BaseURL = "";	$BaseURL = "http://196.220.115.92/sp/"; or $BaseURL = "http://www.africost.org/sp/";	A static IP address is preferred if you are to access the system from another machine. Alternatively, you may use the Fully Qualified Domain Name
$institution_name = "";	$institution_name = "African College of Science & Technology";	This is the name of the institution
$administrator_email = "";	$administrator_email = "admin@africost.com";	The administrator's mail is important as the system will send an email each time a user posts a comment through the "Talkback" facility.
$hname = "localhost";	$hname = "196.220.115.92";	The hostname; may use domain name as well.
$uname = "";	$uname = "joebloggs";	The username to use to connect to MySQL
$pword = "";	$pword = "joebloggs";	Password for above-mentioned user.
$dbName_SPlus = "";	$dbName_SPlus = "sp";	The MySQL database for SubjectsPlus

When you have finished modifying the config.php file in WordPad, be sure to click Save before moving on to the next step.

Next, go to a browser and enter, e.g., http://196.220.115.92/sp (depending on what you entered for $BaseURL above). You should see a page like the one shown in Figure 36.

SubjectsPlus: Available Public Pages

Note: You should uncomment the redirect in the code for this page; the links
SubjectsPlus. Better to have this page take the user to the subject guides spl

- Subject Guide splash page
- Databases page
- FAQs
- Staff
- TalkBack
- Delicious Feed (note: you need to add parameters for this to work; see ac

Figure 36. Available public pages showing in a browser.

If you see errors being displayed, disable the display of errors by unchecking "display errors" via the Wampserver system tray icon > PHP > PHP Settings > Display errors (as shown in Figure 37).
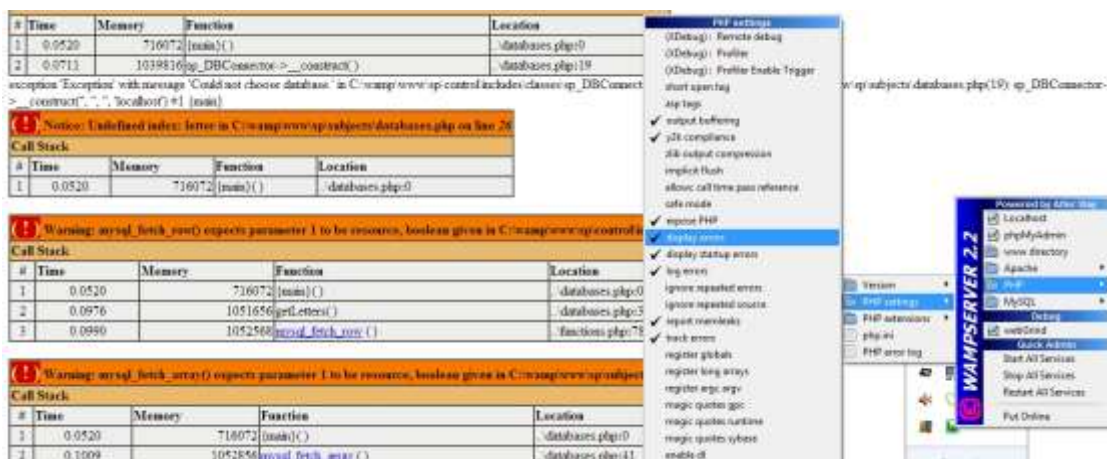
Figure 37. Unchecking 'Display Errors' via the Wampserver system tray icon menu.

Your guides should now display properly, as in Figure 38. If they do not, and you are using a local Wampserver installation, you may have to return to the config.php file and enter new values for the username ($uname = "root") and password ($pword = "").
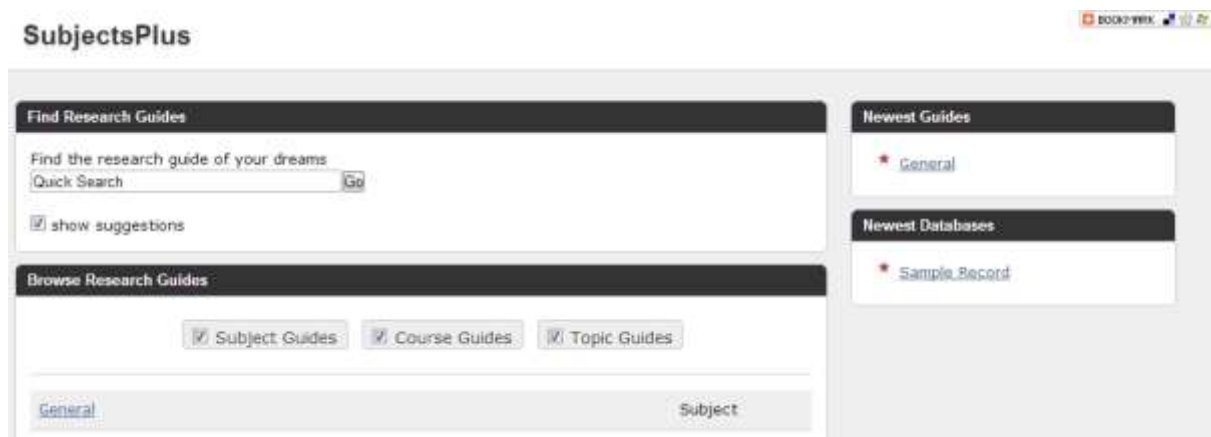
Figure 38. Guides should now display without errors.

To access the admin interface and to start building your actual subject guides enter into the browser **http://196.220.115.92/sp/control** where 196.220.115.92 is replaced with your own details e.g. if using a Wampserver local installation these digits will likely be replaced with localhost.

Enter the default values, i.e., admin@sp.edu for Login and k1tt1! for Password (see Figure 39). Make sure you change these as soon as you've successfully logged in – this is very important for security purposes, do not omit to change the password.

Figure 39. Entering login and password.

You can now start creating users and managing the guides! (see Figure 40 – and the rest of this guide!)
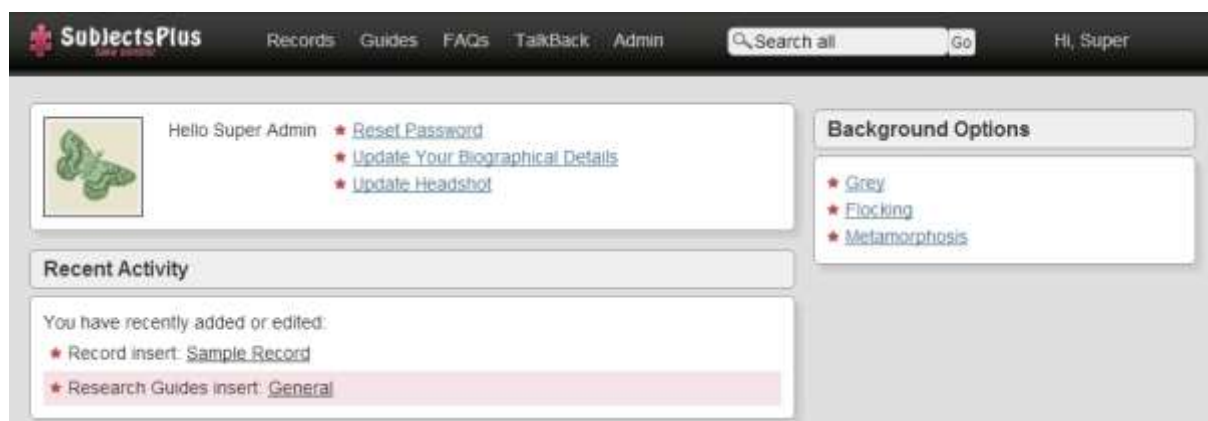
Figure 40. Ready to begin creating users and managing guides.

SubjectsPlus Interfaces: Public View

The Public View is what your patrons see via a web browser. It can be customised to look as you want it to.

Splash Page

The root of the SubjectsPlus installation by default is, e.g., http://DOMAIN-NAME/sp/index.php. When this is typed in the browser address bar, the following Splash page appears. This Splash page displays a number of links as shown in Figure 41.

Figure 41. Links shown by default on Splash page.

You can choose to redirect users to, for example, the Guides List (see next section) instead of making this the home page for your SubjectsPlus interface.

Guides List (Subject Guide Splash Page)

By default this list displays all guide types - that is, subject, course, and topic guides. However, this can be customised to display the desired output in the desired way (see Figure 42).
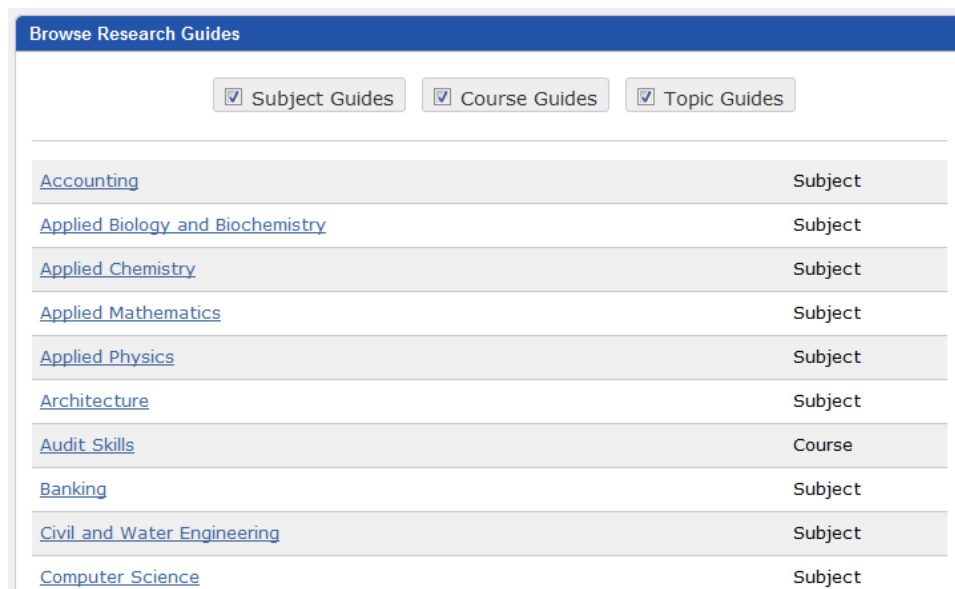
Figure 42. Example Guides List from an established SubjectsPlus implementation.

Database Pages (A-Z)

This lists, for example, all the journal databases that the library subscribes to. Depending on the adopted policy, it could also be used to list the individual journals in alphabetical order (see Figure 43).
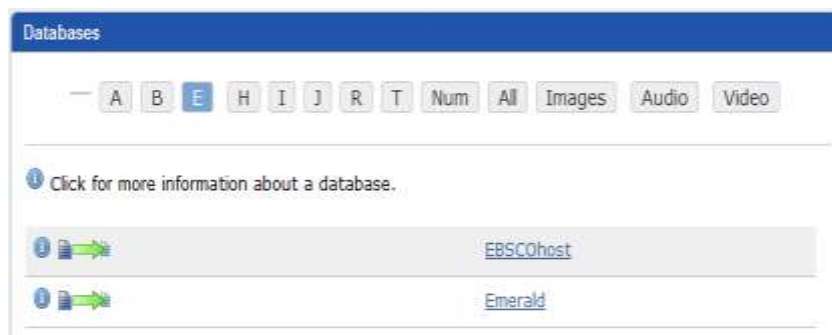
Figure 43. A-Z database list (user view).

(FAQs)Frequently Asked Questions

Frequently Asked Questions (FAQs) are common questions and their corresponding answers that the library compiles to assist users. They can be categorised into subjects and collections (see Figure 44).
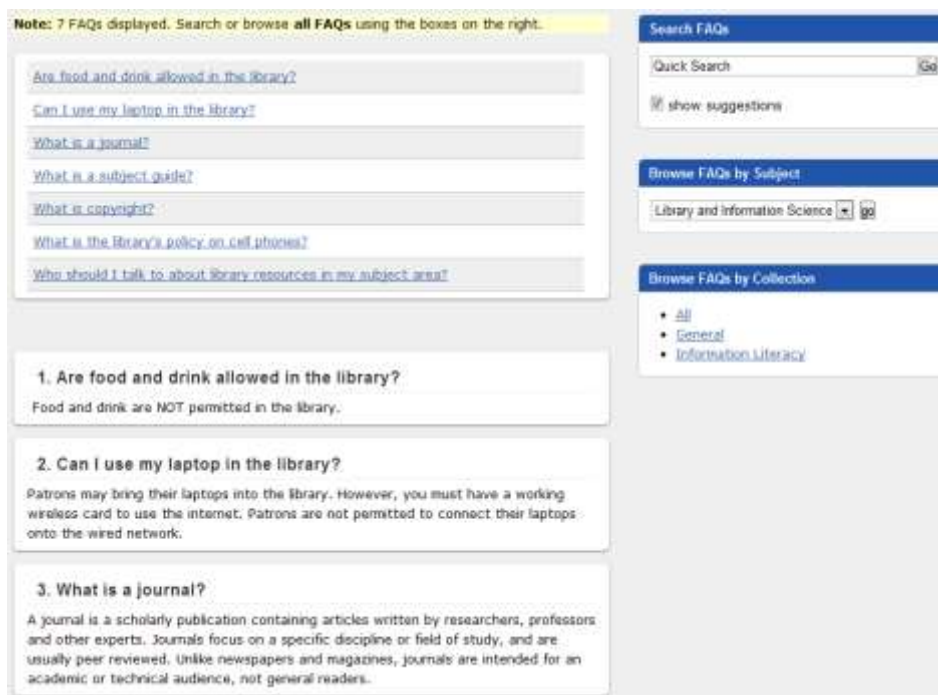
Figure 44. Frequently Asked Questions page (user view).

Talkback (Suggestion Box)

Patrons can ask questions of the library staff, or submit comments, via a browser. Library staff or management can then moderate the input before posting the responses for public viewing (Figure 45). This is a good way to generate more FAQs (see 4.1.4) but you must ensure that whoever receives the questions and comments is available to provide timely responses. To prevent issues arising when that person is on leave, it is best practice to set up a group email account that several staff are charged with monitoring.
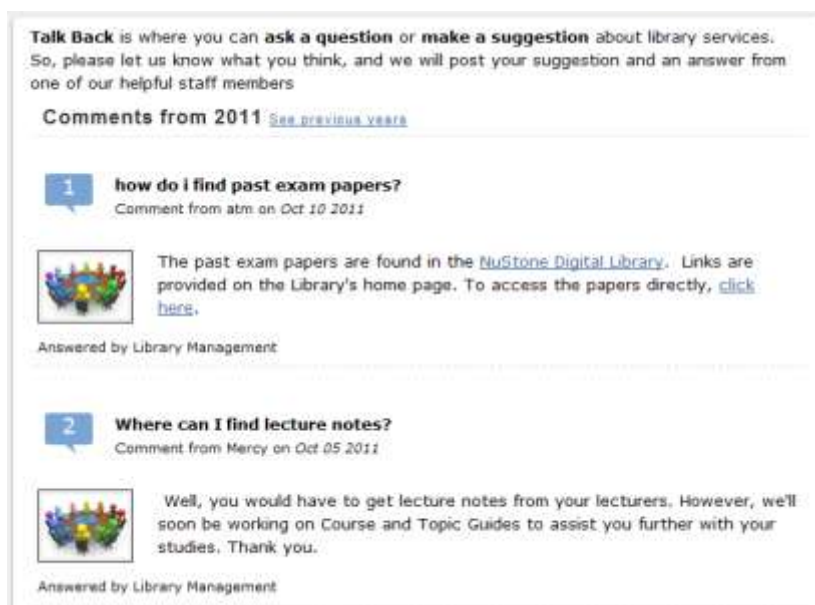
Figure 45. TalkBack suggestions and responses (user view).

Staff List

The Staff List gives details of the library's members of staff (Figure 46). Clicking on a name will open a page with more details on that particular person. This is a great help for users trying to find the right person to whom to direct a question.

Figure 46. Staff list (user view).

SubjectsPlus Interfaces: Admin View

To access this view type: http://YOUR-DOMAIN/sp/control and login. You should see the screen shown in Figure 47.

Figure 47. Admin View interface.

Reset Password

You can readily reset the Super (administrator) user password. Because the default password is the same for all users as it is for the' Super' user (aka the administrator i.e. you!), you are highly advised to change this password as soon as you can access this window.

Update Your Biographical Details

Biographical details will appear on the Staff List page and will provide a template for other members of library staff to follow, so ensure your page is as rich and vibrant as possible.

Update Headshot

This allows you to upload a picture for the Super/Admin user – your Subject Librarians will also end up adding their photographs to the subject guides, so if you do not have standard university headshots it would be worth you setting a precedent for size and style of picture at this point.

Recent Activity area

This shows you the tasks that you performed recently. This list will be empty when you first open the Admin View. However, it is useful if you only get discrete time slots to work on SubjectsPlus as it acts as an easy reminder of where you got to the last time.

Background Options

SubjectsPlus allows you to set the background for the Admin View to one of three available choices: Grey, Flocking and Metamorphosis. Note that these backgrounds only appear in the Admin View. More backgrounds can be added by an administrator if desired.

Logging Out of Admin View

If you move the mouse pointer over your username in the top right corner of the screen a logout link will appear on the dropdown menu (see Figure 48). Another way to logout is to simply close your browser window or tab.

Navigation

Clicking on the SubjectsPlus logo in the top left corner from anywhere in the Admin View will take you to the Admin Splash (or start) page.

Admin View Tabs

This is where library staff create content that is then displayed through the public view (interface). The user (library staff) may see different tabs (see Figure 48) depending on what permissions they have been granted by the SubjectsPlus system administrator (you).
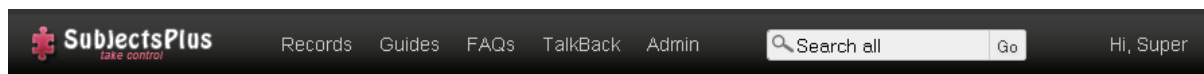
Figure 48. Admin View tabs.

What actions are possible under each tab can be summarised as follows:

Tab	Description
Records	Add/modify/delete a record
Guides	Add/modify/delete a guide Manage uploaded files Create a page of delicious links
FAQs (Frequently Asked Questions)	Add/modify/delete a faq
Talkback	Respond to/delete (if inappropriate) a user-submitted comment/modify a response
Admin	Administrative tasks including managing users and permissions, adding new departments, sources, and FAQ collections

Managing SubjectsPlus

Admin Menu

There are six options under the admin menu (see Figure 49). Most are fairly self-explanatory.
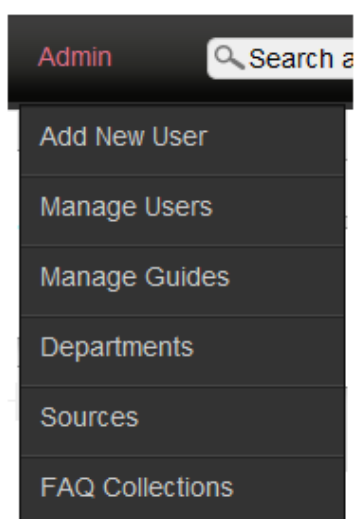
Figure 49. Admin Menu.

Admin → Add New User

Obviously this option enables you to add a new user to the SubjectsPlus installations – this could be another technician, the subject librarians who will write and manage the subject guides, or the librarians who respond to the Talkback queries, for example (see Figure 50). Here John Sibanda can be given permissions to access the Talkback, FAQ, Records, Subject Guides or admin functions – he can also be marked as NOFUN which means he will not be able to modify anyone else's guides or view records.

Figure 50. Add New User page.

Admin → Manage Users

In Figure 51, Clare Smith does not have access to the Talkback menu. This may be because she's a part-time staff member and so cannot be relied upon to be able to serve this function in a timely manner.

Figure 51. Manage Users view.

Available privileges are listed in the table below:

Feature	Description
talkback	Allows user to view and respond to questions and comments posted by patrons
faq	Allows user to administer FAQs
records	Allows access to both Record and Guide tabs
eresource_mrg	Allows the user to see all the information about a record (and delete it), and quickly see all guides
admin	Allows access to the overall admin of the site
NOFUN	Means user cannot modify other people's guides, or view records

Admin → Manage Guides

This shows you the list of subject guides that have been created (see Figure 52). The list also shows you the author of each guide, and whether it is a Subject, Course or Topic Guide.

Figure 52. Manage Guides view.

Clicking on the symbols provides the following functions:

⚙	to view/edit guide metadata.
👁	to preview the guide in a browser.
🌐	to verify URLs in guide.

Clicking on a guide name enables you to edit the guide's design.

Admin → Departments

These are the departments that your library (staff) users belong to. You need to specify a name and telephone number for each department (see Figure 53) – either a department within the library or within the wider institution. This is necessary because often the people creating the subject guides are academic librarians based in departments rather than in the library itself.
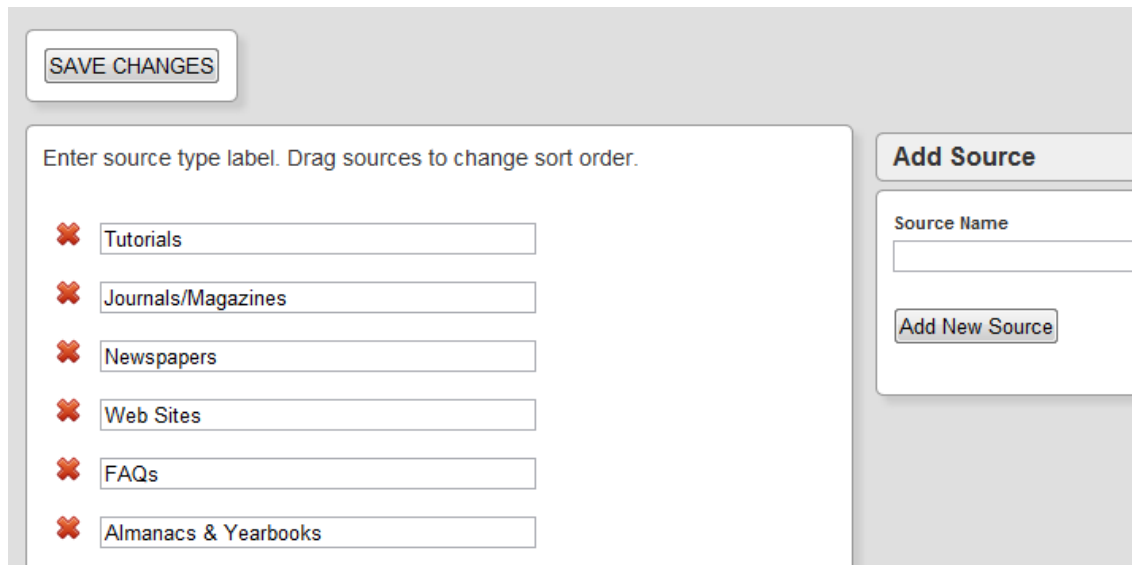
Figure 53. Departments view.

Clicking on the red cross will delete a department.

Admin → Sources

Sources are categories that your records will fall under when they are displayed in the browser. These are not subject categories, but source types such as Journals, Newspapers, Theses etc… (see Figure 54).
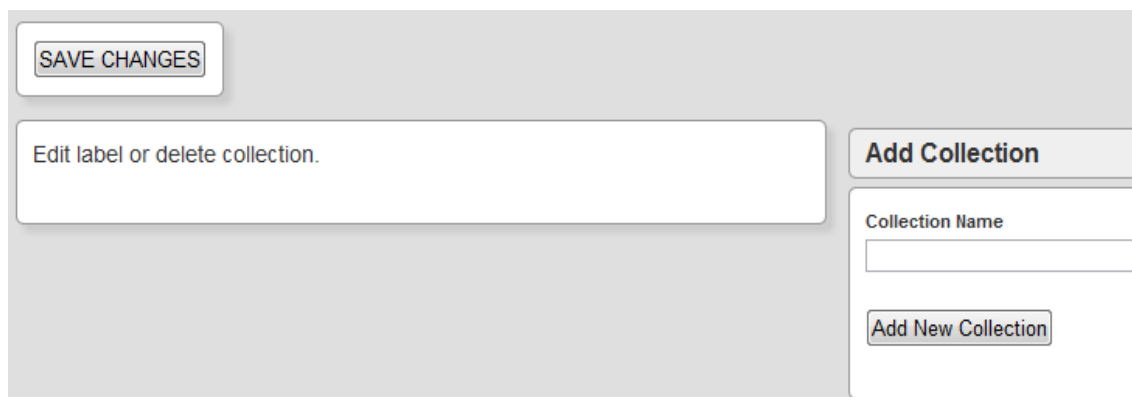
Figure 54. Sources View.

To add a new source, simply type in a name in the "Source Name" text box and then click on "Add New Source" to add it to the list of existing sources. New sources are by default placed at the top of the list. However, you can rearrange the order in which the sources appear in the Public View by dragging a particular source to a desired position. Clicking on the red cross will delete a source.

Admin → FAQ Collections

Frequently Asked Questions collections are groups to which related FAQs can then be added. These make the FAQs more approachable to users by enabling them to be grouped. This becomes especially useful when you have built up quite a number of FAQs and wish to display them in a particular way rather than in a long, apparently random, list. See Figure 55 for the interface.

Figure 55. FAQ management view.

Talkback

Figure 56 shows the location of the Talkback interface button on the admin menu.
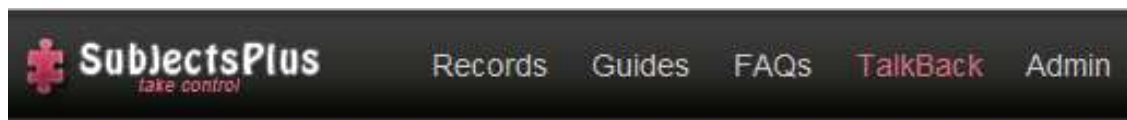
Figure 56. Talkback button on Admin Menu.

In the public (browser) view, a user/patron enters a comment as shown in Figure 57.

Figure 57. Talkback facility (user view).

These messages can then be viewed if you click on Talkback in the Admin view as shown in Figure 58. On the list, both answered and unanswered talkbacks are listed. Note also that the system sends an email to the address specified in the configuration file, whenever a TalkBack entry is generated by a user.

Figure 58. Talkback facility (Admin View).

FAQs

Figure 59 shows three options on a drop-down list when clicking on the FAQs interface button on the admin menu.
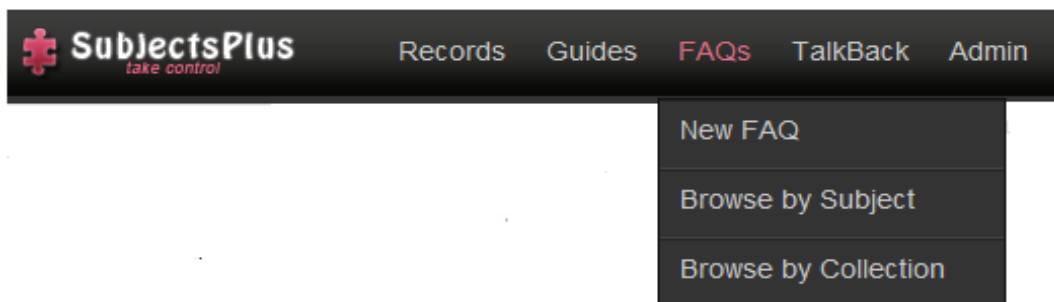
Figure 59. FAQs button on Admin Menu.

FAQ → New FAQ

Figure 60 shows the interface for creating a new FAQ (you could copy and paste a precise question and answer from Talkback, but chances are you would want to tidy up the language to make it more concise and perhaps remove specific details to make it more generic).

Figure 60. New FAQ interface.

FAQ → Browse by Subject

Browse FAQs by the subjects – this is self-explanatory.

FAQs → Browse by Collection

Browse FAQs by their collections – again self-explanatory.

Figure 61 shows four options on a drop-down list when clicking on the Guides interface button on the admin menu.
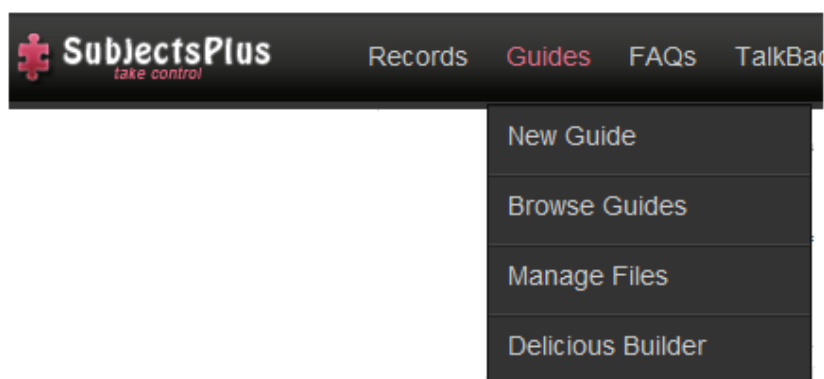
Figure 61. Guides button on Admin Menu.

Guides → Creating a New Guide

The first step in creating a guide is to click on "New Guide". This brings up a page that lets you enter the initial metadata for your new guide as shown in Figure 62.

The numbered items in Figure 62 correspond to the following:

1. Enter the full name of the new guide, e.g., Civil & Water Engineering

2. Enter the new guide's Short Form. This **MUST BE UNIQUE** for each guide and will appear in the URL. For example, for Computer Science you could use TCWS (where TCW is the institutional code for the Civil & Water Engineering department, and S stands for Subject). Note that it is entirely up to you how you wish to construct these codes.

3. **Types of Guides**. There are three types of guides by default, i.e., Subject, Course, Topic:

- Subject: for a broad area that maps to a discipline.

- Course: for a specific examinable course (or subject in some institutions). A subject will normally have related courses.

- Topic: particular topics, e.g., Climate Change. A course will normally have related topics although these may span across several courses and even subjects (multi-disciplinarily).

More types of guides can be created by an administrator by editing the configuration file (config.php).

4. The Publish Guide facility lets you choose whether or not your guide is visible to your users through the browser, i.e., it determines if it gets displayed on the Guides List.

5. This slider lets you adjust the width of the two columns in your guide. Seventy percentage (70%) for the main column is the recommended setting but you can change it as you wish.

6. **Staff**. A guide must have at least one librarian associated with it, i.e., the person who will maintain it. By default, the person who creates the guide will appear here. You can add more from the dropdown list. Selecting a librarian allows him/her to modify the guide. However, an admin can modify any guide. Librarians associated with a guide will also appear in the Public View if you drag in the Subject Specialist box (See below).

7. You must remember to **save** your work lest it be lost.

Once you have completed the steps above and SAVED the changes, a screen like the one in Figure 63 will appear.

Figure 63. Adding metadata to a newly created or existing guide.

Your new guide will now appear in the Guides List and you can view it in the browser by refreshing the Guides List page and following the relevant link. Note, however, that it will be empty for now because there are no records associated with it.

If you click on "View Your Guide" located in the upper-right side, your screen will appear as in Figure 64.

Figure 64. View Your Guide menu bar.

Guides → Adding Content To A Guide

The next step is to add content to the newly created guide. You can either drag in content from the New Box button (see Figure 65), or you can add in existing content via the 'Find Box' button (this is an unlinked copy and may be modified).
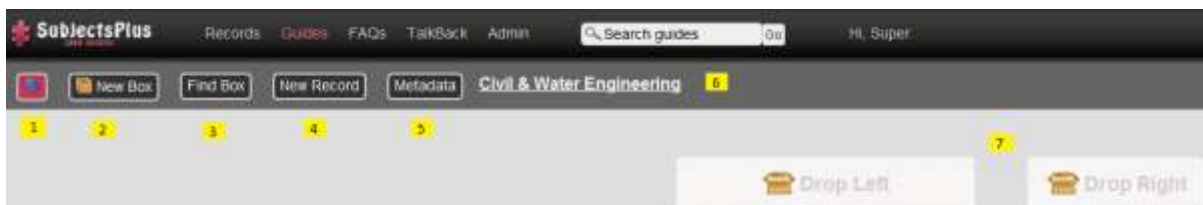
Figure 65. Elements of the screen for adding content to a guide.

The numbered items in Figure 65 correspond to the following:

1. Clicking on the [icon] button toggles the Admin View menu as shown above. By default, the menu is hidden but clicking this button brings it up.

2. New Box – this brings up a range of options that can be seen in Figure 66. These are explained further in the next section ('Guides □ Designing Your Guide').
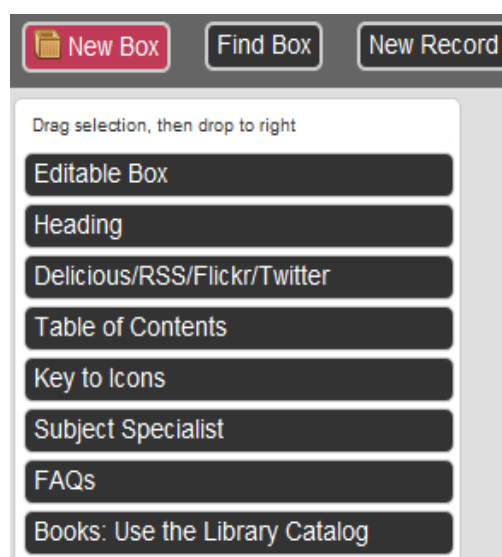
Figure 66. New Box menu.

3. **Find Box**. This can be used to insert a content block that exists in another subject guide.

4. **New Record**. Provides a quick way to create a new record associated with that guide. It is the same as clicking on "New Record" under the Records menu (see also section 'Guides ☐ New Record').

5. **Metadata**. Another shortcut to modifying your guide's metadata (see also section 'Guides → Metadata').

6. **The title of your guide**. Click this link to view the public version of the guide in a browser.

7. **The drop zones**. Content is dragged from the New Box menu into one of the boxes. Whatever is put in the drop left box is displayed in the left column (remember the 70% width setting?). For example, the Subject Specialist box is usually dropped into the right side box so that it appears in the right side (30% of screen width) column because it is rather narrow and displays well here. You may then drag boxes in a column either up or down to rearrange them as you wish.

Guides → Designing Your Guide

The New Box menu (see above) is the central tool when designing the layout of your guides. It allows you to add different types of boxes by dragging and dropping them into either the left or the right drop zones. Note that you can create and add boxes of your own. For an example of this, see: www.subjectsplus.com/wiki/index.php?title=Creating_a_Custom_Pluslet:_Meebo_Widget

Designing Your Guide → New box → Editable Box

An Editable Box is the default basic box.

Figure 67. Dragging an Editable Box into the Drop Left zone.

If you drag and drop an Editable Box into the Drop Left zone (as shown in Figure 67), a new WYSIWYG (What You See Is What You Get) box with title at the top is created and you can then add some detail to the box (see Figure 68).

Figure 68. Adding detail to the guide.

Figure 69 shows what an editable box looks like when you first add it into a page. Basically, you give it a title and put some content in the body and you're done.
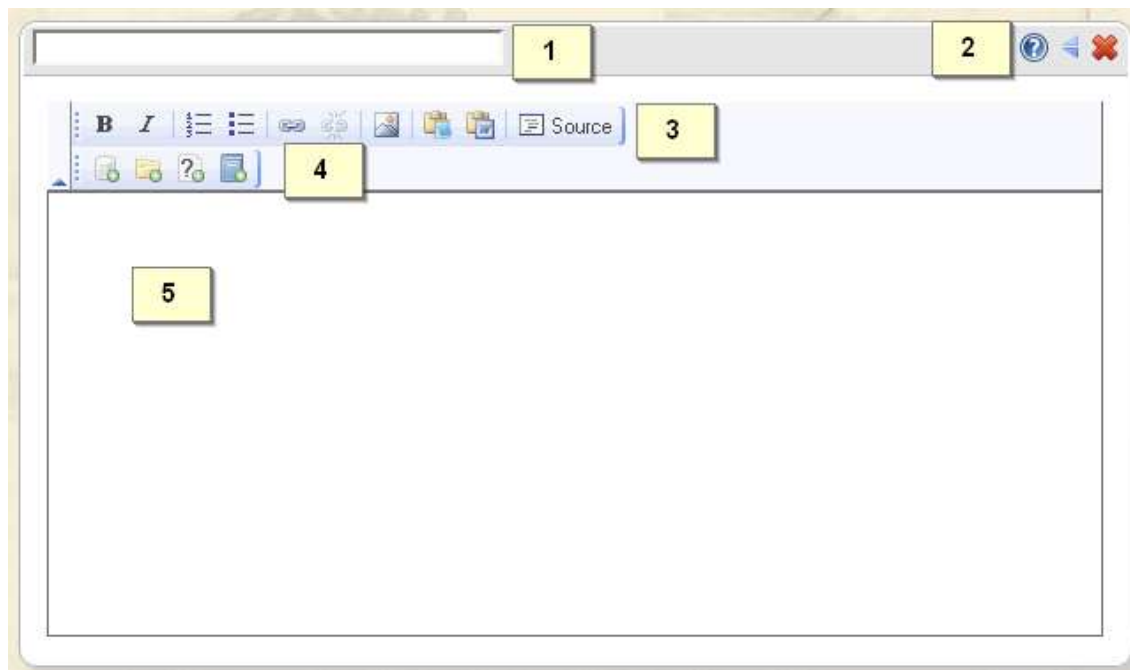

Figure 69. Editable Box showing key elements.

The numbers in Figure 69 correspond to the following:

1. The title for the box.

2. Options. You can use these to get some help, toggle the body visible/invisible, delete the box, and, if you aren't in editing mode, edit the box (pencil icon; not shown above).

3. The usual WYSIWYG buttons. It's a subset of all possible icons, your administrator can add some more.

4. Custom buttons. These allow you to do more actions:

    - Insert database link. Use this to locate and insert the token for an item stored in the Records tab.

    - Insert or Upload Document. Use if you want to load a file to the server and link to it. Not the same as, e.g., embedding an image. That is done with the regular WYSIYWG image icon.

    - Insert FAQs. Allows you to insert a specific FAQ. If you want to insert ALL the FAQs associated with this subject, use the FAQs box instead.

    - Insert Link to Catalog Record. If you want to link to a record in the library catalog. This creates a useable string; if your catalog has persistent URLs, just add a link using the WYSIWYG option.

5. The box's body. You may type in anything here and mark it up with the buttons in the toolbar above.

Images 70-73 follow various stages in the design of a guide.

Figure 70. Developing a new guide.

Figure 71. Further development of the guide showing About This Guide text entered.

Figure 72. Development of the guide showing altered placement of the FAQs.
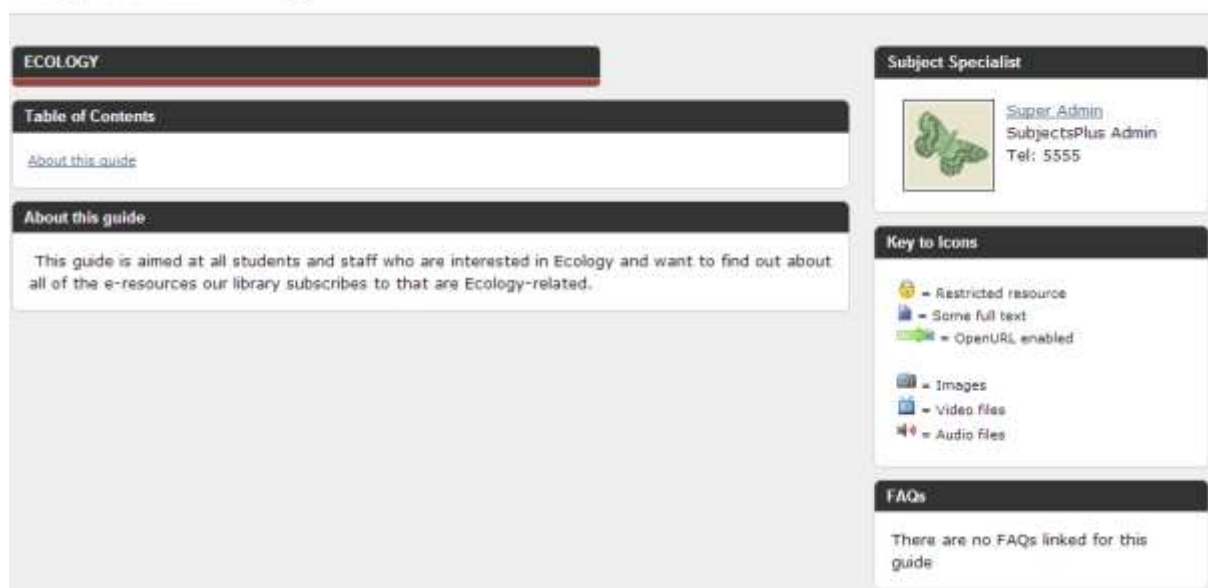
Figure 73. Developing guide (user view).

Designing Your Guide → New box → Heading

If you wish to use a heading to divide the contents of your guide, you may use this box. It comprises a title bar that is slightly shorter than the regular box.

Designing Your Guide → New box → Delicious/RSS/Flickr/Twitter

Allows you to insert a content feed. For Delicious feeds, enter your Delicious username and the tag you want to display and for the others, just enter the entire RSS feed. If you don't know what any of these are, just skip past this step.

Designing Your Guide → New box → Table of Contents

Shows a list of the boxes (contents) in the guide.

Designing Your Guide → New box → All Items by Source

This is the list of records (for example, links to journals) associated with a guide. If there are no records associated with the guide you are working on, this option will NOT appear. Figure 74 shows where in the menu it would appear.
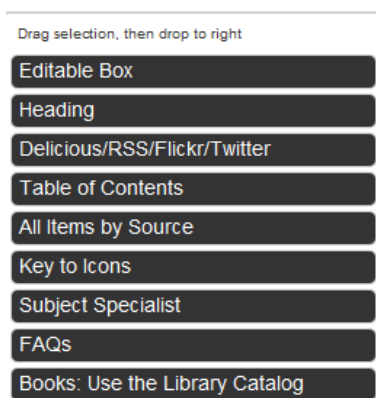

Figure 74. Menu showing 'All items by Source' option.

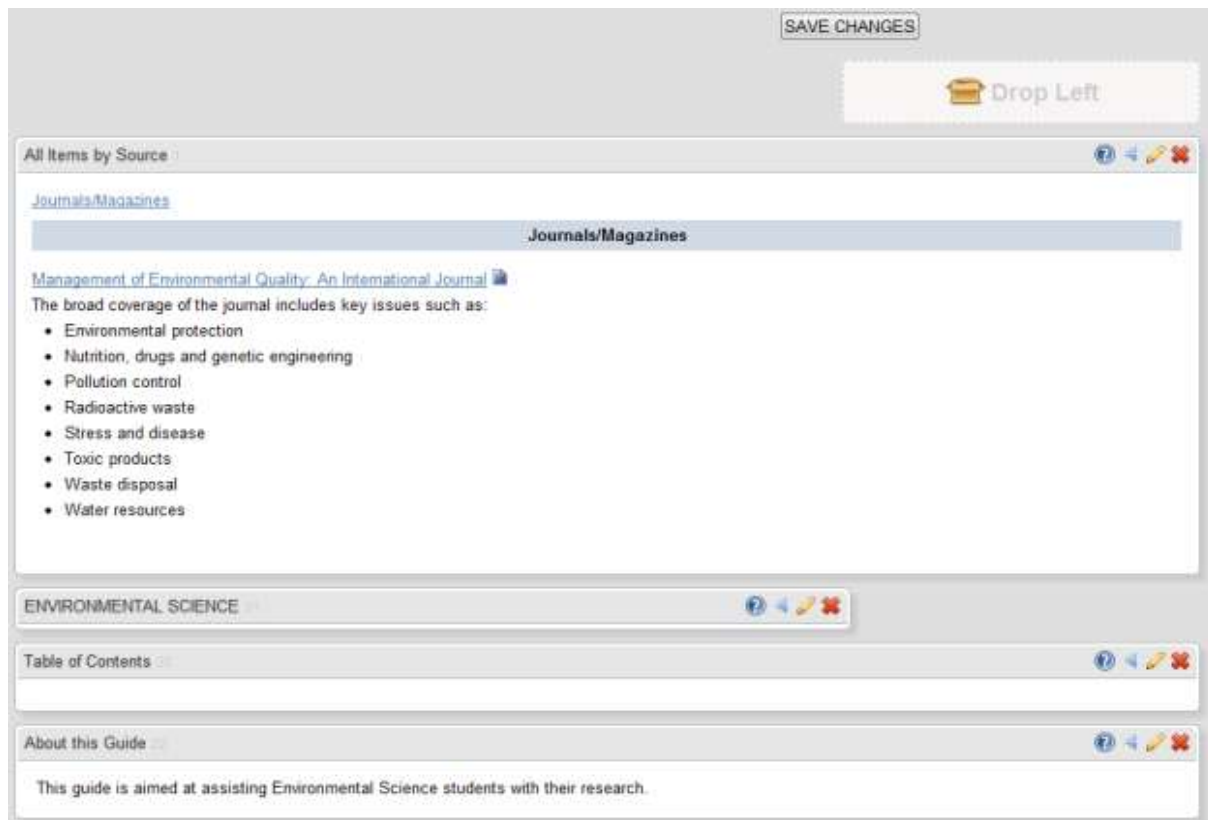Figure 75 shows an "All Items by Source" option placed within the guide design.

Figure 75. All Options by Source option added to the guide.

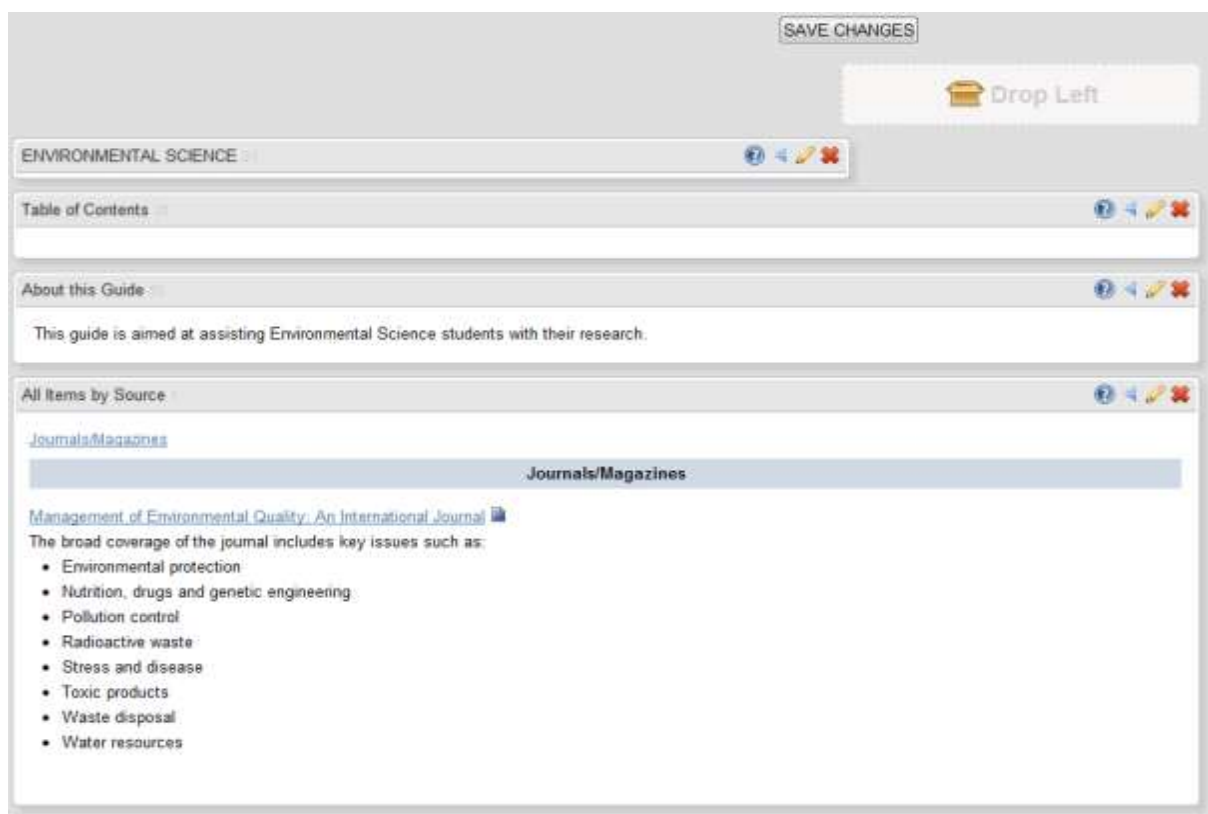Figure 76 shows a guide design featuring several boxes.

Figure 76. Guide design featuring several boxes.

Designing Your Guide →New box →Key to Icons

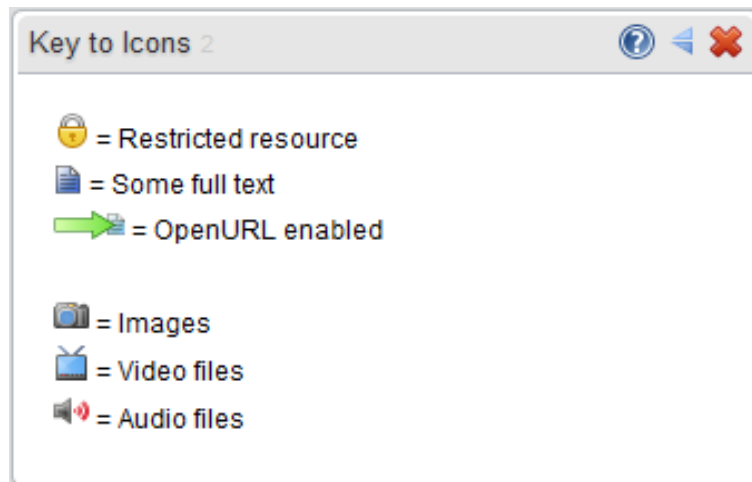This is used to inform the user about provided links (see Figure 77).

Figure 77. Key to icons (user view).

Designing Your Guide →New box →Subject Specialist

This box displays details of all librarians associated with a particular guide (see Figure 78).

Figure 78. Details of librarians associated with a guide (user view).

Designing Your Guide →New box →FAQs

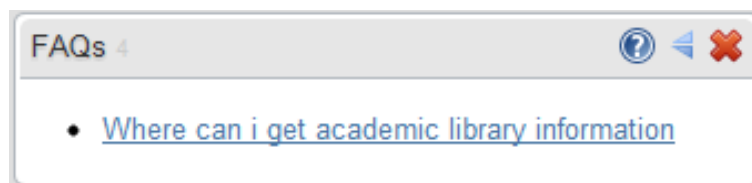This displays FAQs that are associated with a particular guide (see Figure 79).

Figure 79. FAQs (user view).

Guides → New Record

You can create a new record here. It provides a quick way to create a new record associated with that guide. It is the same as clicking on "New Record" under the Records menu. This is self-explanatory.

Guides → Metadata

This brings up the metadata for the guide which you can then edit as you wish (see Figure 80).

Figure 80. Guide metadata (admin view).

Guides → Browsing existing Guides

Click on "Browse Guides" - this is self-explanatory.

Guides → Managing Files

Click on "Manage Files" - this is self-explanatory (see Figure 81).

Figure 81. Manage Files interface.

You can click on "Admin guide" to edit it or on "Public guide" to view it (see Figure 82).

Organize Resources for Environmental Science		View Guide
Journals/Magazines		• Admin guide
✖ Management of Environmental Quality: An International Journal		• Public guide

Figure 82. Toggle between 'admin guide' (admin view) or 'public guide' (user view).

Records

The Records menu is at the left end of the main toolbar (see Figure 83).
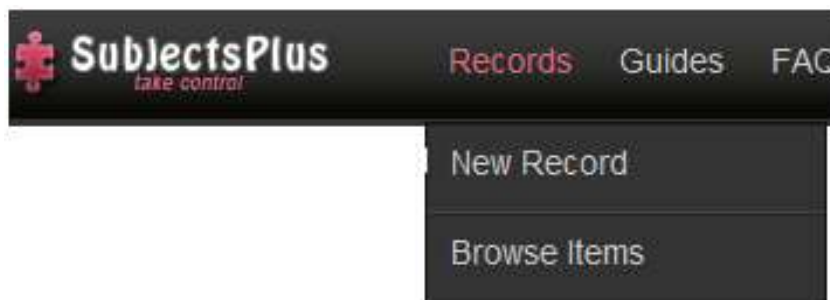

Figure 83. Location of Records menu on the toolbar.

A single record can appear in several guides (edit once, update everywhere!). All the records associated with a subject can be used to quickly generate the "All Items by Source" content of a guide.

A record can appear:

- on the A-Z Databases List if your admin so chooses,

- in your guide in one of two ways:

  • if you insert all linked records via the "All Items by Source" box.
  • if you insert a specific record via the WYSIWYG editor in a basic "Editable Box".

Records → Creating a New Record

Figure 84 shows the New Record dropdown.

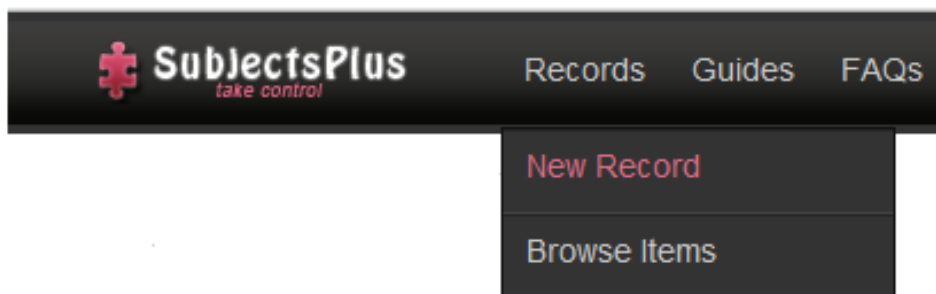*Figure 84. New Record dropdown menu.*

Figure 85 shows the New Record interface. The numbers on Figure 85 correspond to the items listed below.

Figure 85. New Record interface.

1. The **Description** field is a **WYSIWYG** editor or more precisely, FCKeditor. By default, a limited set of buttons is shown but your admin can customise which ones appear (by editing the config.php file). To simplify things, try using the "Paste as Plain Text" option when pasting text.

2. This **Location (URL)**, ordinarily, should be a full URL , e.g., www.emeraldinsight.com If you use ezproxy or Innovative's Web Access Management, still put such a URL without a prefix.

3. The "life preserver", if it works well, should test a URL to see if it looks okay.

4. Changing the **Format** dropdown menu option changes the Location (URL) field above. The Format dropdown menu has the following options:

   - URL
   - Print (put class number in catalog)
   - Print w/URL (put both link to catalog and class number – see Figure 86)

Figure 86. Entering both Catalog and Class number.

5. Access Restrictions. The default options are:

Option	Effect
None	No restrictions
Restricted	If you choose this option, the proxy string will be automatically added to the URL. The proxy string is set in the config.php configuration file
On Campus Only	On Campus Only access
Rest-No Proxy	This option WILL NOT prefix the proxy string, but will show the little restricted icon

6. Click on `A-Z DB List` to make the record appear on your A-Z list of Databases. Note that only an Admin or a person with the "eresource_mgr" permission will have this option.

7. **Display Note**, for example, Highly recommended. Note that only an Admin or a person with the "eresource_mgr" permission will have this option.

8. **Delete this Location**, only if you have more than one location.

9. **Add another Location**, e.g., it has both a print and an online version.

10. **Default Source Type**. When you add a new subject, it will be of that source type. If a record has multiple subjects, the default source type will be computed. If it's a new record, it will just show the alphabetically first source type. You can change the source type later.

11. **Subjects**. Select a subject from the dropdown, and your record will be associated with it. For example, if you select "All Items by Source" when creating a guide, it will insert a sorted list of all the records listing that particular subject. Note that when creating records, you must first create the associated guides (or subjects) otherwise they will not appear in the Subjects dropdown list. See Figure 87 for the options to alter subject associations.

Figure 87. Editing subject associations.

- Click the ✖ to remove this subject association.

- Click the 🖉 to override the default source type association. If it's green that means an override is in effect.

- Click 🗋 if you want to have a different description appear than that which shows in the main description field, i.e., you want to write something more subject specific.

12. Remember to click on **Save Record Now** to save the changes. The last person to have modified the guide is displayed right below this button.

Figure 88 shows a sample new record.

Figure 88. Sample new record.

Records → Browsing Items

Figure 89 shows the options to browse the list of existing records. You can then edit any record by clicking on its name.

Figure 89. Browsing existing records options.

Getting Help

Documentation

SubjectsPlus Wiki: www.subjectsplus.com/wiki

Videos: www.youtube.com/user/SubjectsPlus

Mailing List

Google Groups: http://groups.google.com/group/subjectsplus

Participants will be sent an invitation that they may ignore if they do not wish to join the group.

Examples of SubjectsPlus in Use

Sites Using SubjectsPlus: http://subjectsplus.com/wiki/index.php?title=Sites_using_SubjectsPlus

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